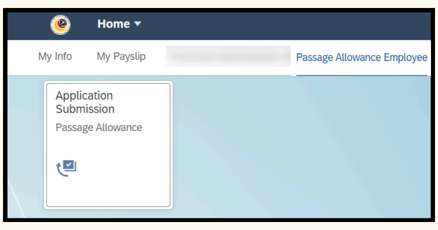
PASSAGE ALLOWANCE : 1ST/2ND/3RD YEAR ALLOWANCE (TEMD)
Role: Front End User (Employee)

This module is an online application process of managing Passage Allowance: 1ST/2ND/3RD Year Allowance in SSM, subject to employee's eligibility and Treasury Department's final approval.

Below are the quick guide for Employee to Submit / Draft / Delete Passage Allowance application:

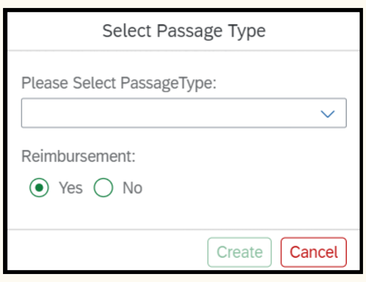
Submit Passage Allowance Application

1 In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile

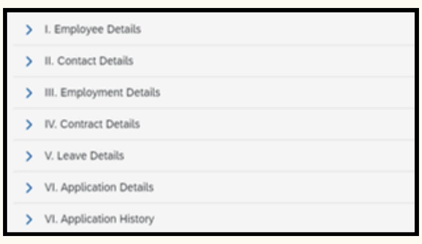


2 In **Passage Allowance Page**, click on **Add** button

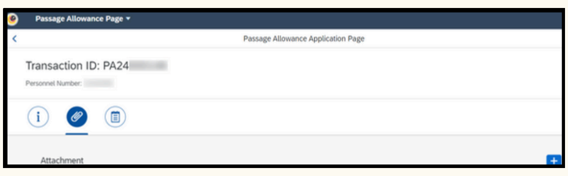
3 Select **Passage Type** and **Reimbursement**



4 Ensure that the **required application details** are filled and correct

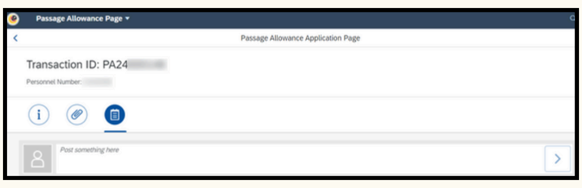


5 Select **Attach** icon



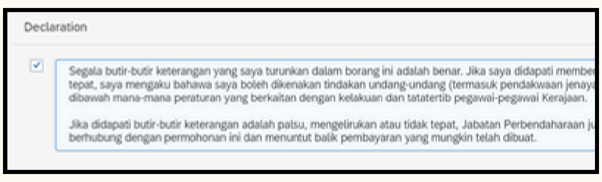
Click **Add (+)** icon to attach any supporting documents

6 Select **Notes** icon



Fill in the notes field provided

7 Tick **Declaration** checkbox



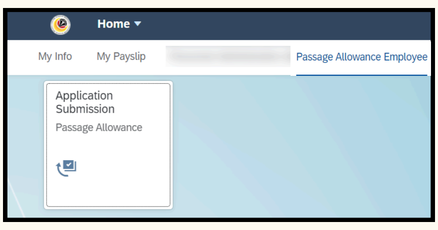
8 Click **Submit** button

PASSAGE ALLOWANCE : 1ST/2ND/3RD YEAR ALLOWANCE (TEMD)

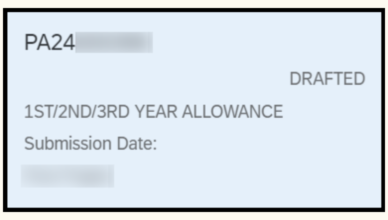
Role: Front End User (Employee)

Edit Drafted Passage Allowance Application

1 In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile

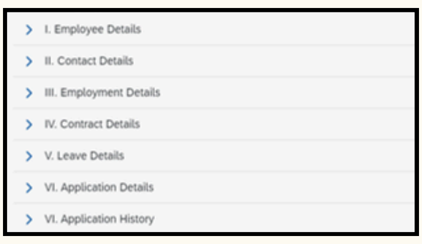


2 In **Passage Allowance Page**, select application with **Drafted** status



3 Click **Edit** button

4 Ensure that the **required application details** are filled and correct



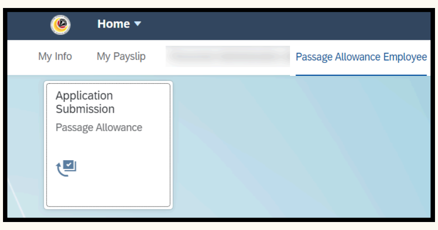
5 Click **Submit** button

PASSAGE ALLOWANCE :
1ST/2ND/3RD YEAR ALLOWANCE (TEMD)
Role: Front End User (Employee)

Delete Drafted Passage Allowance Application

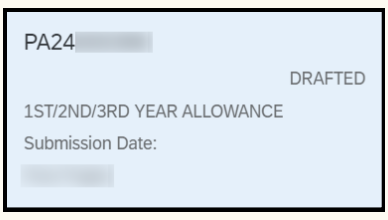
1

In SAP FIORI (front-end system), click on **Passage Allowance Employee** tile



2

In **Passage Allowance Page**, select application with **Drafted** status



3

Click **Delete** button

4

The **Delete** message will be displayed

Please refer to the **User Guide** for a step-by-step guide. **Passage Allowance User Guide** is available on **SSM Info Website**: www.jpa.gov.bn/SSM