

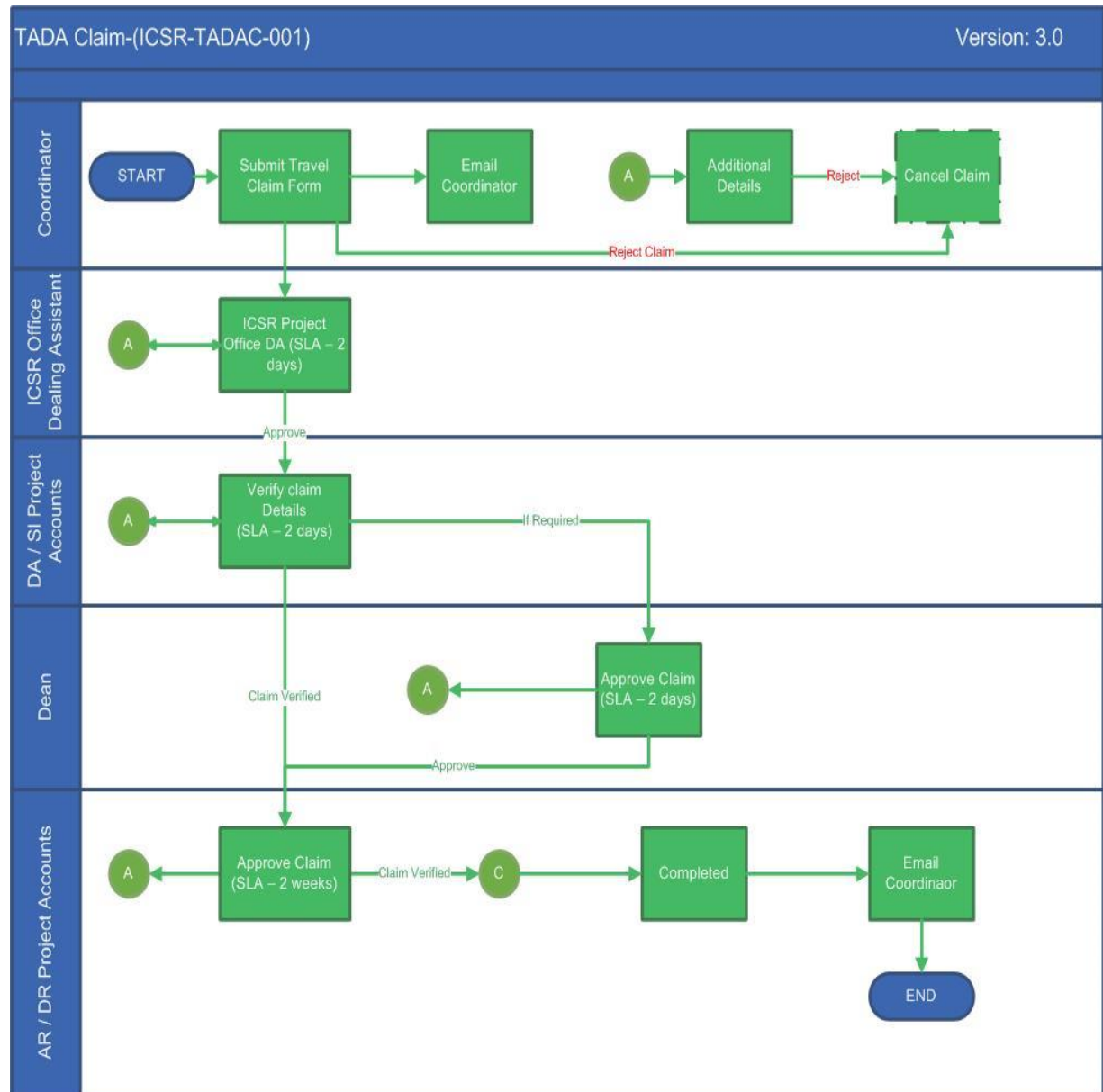
ICSR – TRAVEL SETTLEMENT

Version : 3.0

This is the help document for understanding the screen-wise and role-wise activities for the Travel Settlement

HELP DOCUMENT FOR TRAVEL SETTLEMENT

Process Flow Diagram:



User Roles:

Employee	Role
Coordinator:	Submits TA/DA claim
DA Project Office:	Verifies the claim details.
DA Project Accounts/SI:	Verifies and approves.
Dean:	Approval authority (If required)
AR/DR Project Accounts:	Approves the claim.

For Coordinator:

Step 1:

Login workflow at: <https://workflow.iitm.ac.in/employee/>

Choose the “Settlement” submenu from ICSR menu after Login.

The screenshot shows the ICSR system interface. The top navigation bar includes: Tasks, Views, Academics, ICSR, Human Resources, Main Stores, Main Accounts, Memberships, General, and Task Status. The left sidebar has a 'Travel Settlement' menu. The main content area shows a dropdown menu for 'Travel' with options: Domestic Travel, Settlement (highlighted), and International Travel. Below this, there are fields for 'Project Number' (a dropdown menu) and 'Agency Name' (a text input field). There are also buttons for 'Manual', 'PrintCoverPage', and 'FlowChart'.

Step 2:

Fill all the necessary and mandatory fields in the form and click the submit button.

Users can either choose:

- Reference Number (Coverpage number through Domestic Travel process) or it can be called Claim through Advance.
- Or the Project Number or it can be called Direct Claim.

The screenshot shows the 'Project Details' form. It contains the following fields:

- Reference Number:** TRS/002776/0008389 - chennai - 29 Sep 2016 - 29 Sep 2016
- Project Number:** CIE1213205D
- Project Title:** Integrated closed-loop controlled testing facility for the mechanical characterization of the nonlinear response of Civil Engineering Materials (ICETM)
- Principle Investigator Info:** CIVIL ENGINEERING/PROFESSOR
- Agency Name:** Department of Science & Technology-(DSTX)
- Basic Pay:** 81,303.00
- Grade Pay:** 0
- Financial Year:** 2013-2018
- Budget Head:** -Select-
- Available Amt in Budget Allocation:** 0
- Available Amount in Project:** -9,94,489
- Sanctioned Value:** 5,00,00,000
- Total Claims:** 4,79,71,541
- Person Visiting:** ABC

Travel Details				
Place of Travel	Reason for Visiting	Travel From *	Travel To *	
chennai	Meeting	29/09/2016	29/09/2016	
Travel Expenses	Other Expenses	Advance Amount		
2,000.00	0.00	2,000.00		

Journey Details				
Expense Type*	Start Date	End Date	From	To
Road	29/09/2016	29/09/2016	test1	test2
Distance	Expense*			
124	2500			

Records 1 / 1

Add New List View First Prev Next Last

Total Claim Amount(as Bank Account Transfer)	Amount to be given	Over Draft Limit	Over Draft Utilized
2,500.00	500	-5,00,000	-14,91,233

Recommended Actions	
Remarks	ok

On Click of a Submit button, there would be pop-up validation, which will ask the user whether he/she has printed the cover page.

Travel Settlement				
81,303.00	0	2013-2018	Travel	-7,000
Available Amount in Project	Sanctioned Value	Total Claims		
-9,94,489	5,00,00,000			

Have you printed cover page?

OK Cancel

For DA Project Office:

Step 1:

DA Project Office verifies the details.

User can check either “Verify” option, to forward to next approval or the “Incomplete Data” option, to route the process back to coordinator for additional details. All the information will remain un-editable.

Recommended Actions	
Verify <input checked="" type="checkbox"/>	Incomplete Data <input type="checkbox"/>
Remarks *	ok
Remarks Summary	
Submit TA Claim ok	29-09-2016 15:14:30

Project Details				
Reference Number	Project Number *			
TRS/002776/0008389 - chennai - 29 Sep 2016 - 29 Sep 2016	CIE1213205D			
Project Title	Principle Investigator Info		Agency Name	
Integrated closed-loop controlled testing facility for the mechanical characterization of the nonlinear response of Civil Engineering Materials (ICET)	CIVIL ENGINEERING/PROFESSOR		Department of Science & Technology-(DSTX)	
Basic Pay	Grade Pay	Financial Year	Budget Head *	Available Amt in Budget Allocation
81,303.00	0	2013-2018	-Select-	0
Available Amount in Project	Sanctioned Value	Total Claims	Person Visiting	
-9,94,489	5,00,00,000	4,79,71,541	ABC	

Note: If the process is neither approved nor rejected until two days from the day of participation, then the process will be automatically forwarded to the next approving authority.

For DA Project Accounts:

Step 1: DA Project Accounts can verify the details.

The user can either check the “Issue Payment” or “Dean Approval Required” or “Incomplete data” , whichever is necessary.

Step 2: Then enter the remarks, payment mode and click the submit button.

Recommended Actions

Issue Payment

Dean Approval Required

Incomplete Data

Remarks *

ok

Remarks Summary

ICSR Project Office DA

29-09-2016 15:26:17

Submit TA Claim

29-09-2016 15:14:30

Journey Details

Expense Details *

Expense Type *	Start Date	End Date	From	To	Distance	Expense *	Payment *	Approved Amount *	Actions
Road	29-09-2016	29-09-2016	test1	test2	124	2500.00		0.00	Edit

Total Claim Amount(as Bank Account Transfer)

Total Approved Amount

Amount to be given

Over Draft Limit

Over Draft Utilized

2,500.00

0.00

500

-5,00,000

-14,91,233

Note: If the process is neither approved nor rejected until two days from the day of participation, then the process will be automatically forwarded to the next approving authority.

For Dean:**Step 1:**

The Dean, can verify the details.

The Dean can either choose the “Approve claim” to proceed further or choose the “Incomplete Data” for additional details.

Step 2:

Then enter the remarks and click the submit button.

Recommended Actions

Approve Claim
☒

Incomplete Data
☐

Remarks *

Remarks Summary

ok	Sanction Advance Payment	29-09-2016 15:30:58
ok	ICSR Project Office DA	29-09-2016 15:26:17
ok	Submit TA Claim	29-09-2016 15:14:30

Note: If the process is neither approved nor rejected until two days from the day of participation, then the process will be automatically forwarded to the next approving authority.

For AR/DR Project Accounts:

Step 1:

This is the final activity and the application comes for DR approval. The Dean can either choose the “Approve claim” to approve or choose the “Incomplete Data” for additional details.

Step 2:

As this is the final approving authority, the DR’s decision will mark the end of process if approved. Click on the submit button to complete the process.

The screenshot displays the 'Travel Settlement' interface. At the top right, there are tabs for 'Manual' and 'FlowC'. The main section is titled 'Recommended Actions'. It contains two radio buttons: 'Approve Claim' (selected) and 'Incomplete Data'. Below these is a 'Remarks' field with a red asterisk, containing the text 'Approve the Claim.'. Below the remarks field is a 'Remarks Summary' table with three rows of activity logs.

Remarks Summary		
K	ian Dean Approval	26-02-2016 13:12:25
	Approve the Claim.	
J	M Sanction Advance Payment	26-02-2016 13:05:21
	Dean Approval Required	
S	R ICSR Project Office DA	26-02-2016 12:54:03
	Verified	

Note: If the process is neither approved nor rejected until two weeks from the day of participation, then the process will be automatically approved.