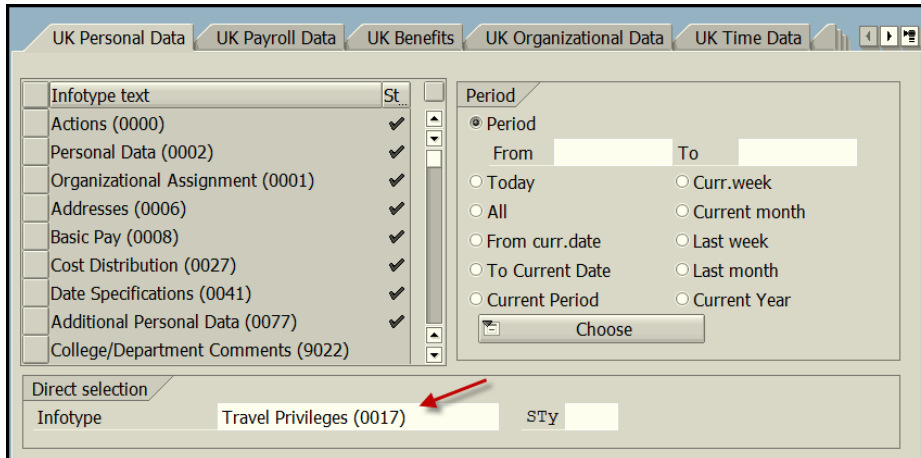


The HR Administrator for each department has access to create Travel Expense Report Access for employees. The access is created in transaction PA30 on the 17 screen.

Creating Access:

-Access transaction: PA30

-Select screen 17 and click the create icon.

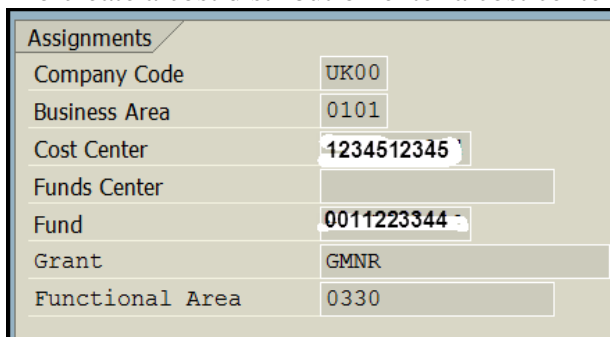


-Enter the “Valid From” date, and save the screen.

Creating a Default Cost Center:

If applicable, the option is also available to create a default cost center for all travel expenses.

-To create a cost distribution enter a cost center under the “Assignments” section of the screen.



Note: WBS and Federal Capacity Grants may not be entered as a default on the 17 screen.

Reporting:

The /SPIN/ER - Travel Expense Report Access can be used to routinely reconcile employee access and cost distribution.

Resources:

[ORG – Travel Expenses Report](#)