UNIVERSITÄT
DES
SAARLANDES

# How to create a business travel request and submit a travel expenses claim via the Sepia portal

Human Resources Division | Travel Expenses | 14.12.2021

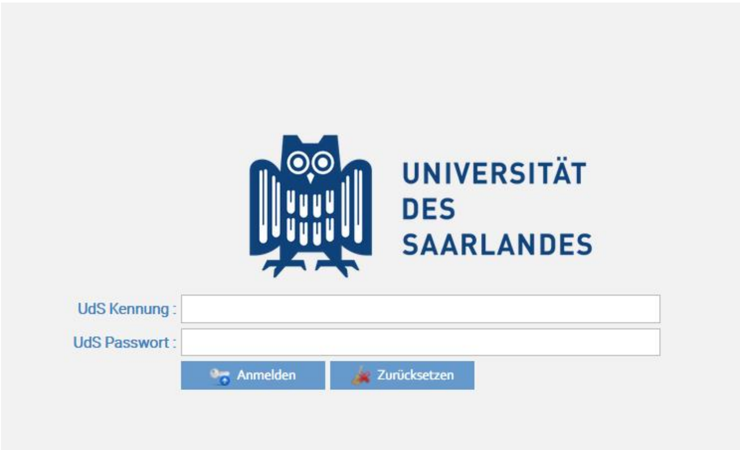
## Table of contents

# 1 Instructions for business travellers

1. Please note the general information in chapter 5
2. Open the Sepia portal via the following link: https://www.personal.uni-saarland.de
   Please note that it is only possible to access the portal via the university network or the VPN connection.

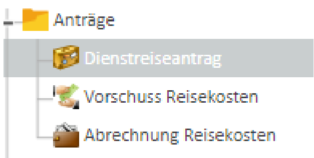
3. Log in with your usual login details.

**1.1.** You will need your UdS ID code (e.

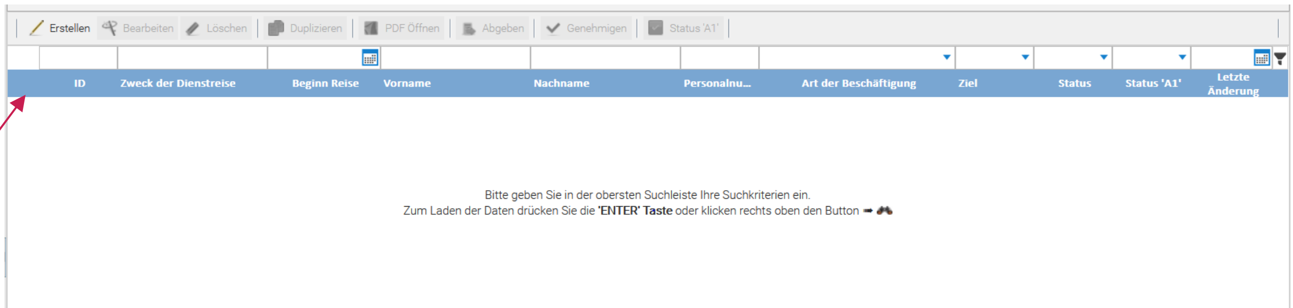



g. mamu001 for Max Muster-mann) and your UdS password

4. After you have logged in, you can select on the left-hand side of the screen whether you want to create a business travel request or a travel expenses claim.
   To create a business travel request, double-click on the ‘Dienstreiseantrag’ (business travel) tab.

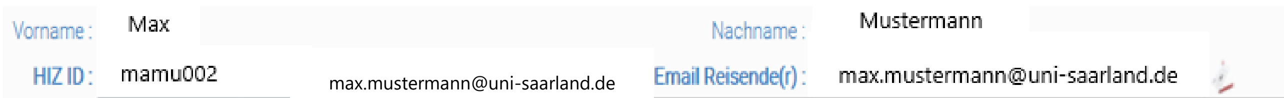



5. How to create a new business trip request:



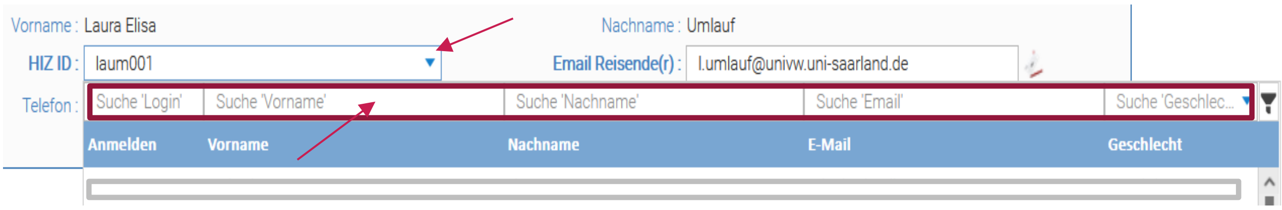

To create a business travel request in the system, click on the ‘Erstellen’ (create) button. Please fill in all of the fields. If you have previously submitted a business travel request via the portal, you can use this as a template by clicking on ‘Duplizieren’ (duplicate).

6. The system automatically fills in the ‘Angabe zur/zum Reisenden’ (traveller information) fields using the data linked to your UdS ID code.



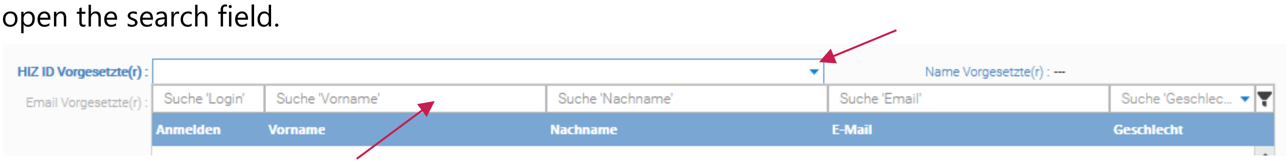

**Need to submit a business travel request for someone else?**

If you are creating the business travel request for someone else, you can overwrite the pre-filled fields.




Click on the blue arrow in the ‘HIZ ID’ field to open a table listing all employee IDs. You can filter the list of employees via the search fields and select the required person.

7. In the next step, enter the HIZ ID of the authorizing person. Use the blue arrow again to open the search field.




(**Note:** The line manager is usually the authorizing person. If a deputizing rule has been defined for your department, the HIZ ID of the deputizing person can be entered here. You can also agree on a request process internally, for example the authorizing person approves the **business travel verbally or in writing** and the administrative office **only handles the digital approval** – again by entering the HIZ ID of the authorizing person. After the business travel request has been submitted, an e-mail will be generated and sent to the authorizing person for approval).

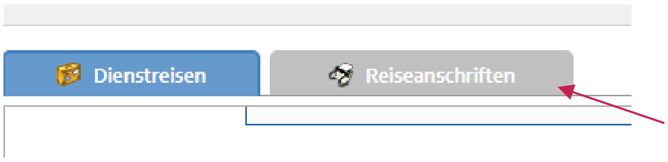
8. You also have the option here to inform another office about your upcoming business trip.

   Filling in the field ‘HIZ ID Secretariat’ (HIZ ID administrative office) is optional. If you enter the ‘Sekretariatskennung’ (administrative office ID), an e-mail will be generated informing another office (e.g. the administrative office) when the business travel request is submitted. The administrative office can then view the request in the Sepia portal.

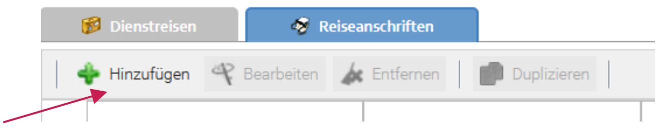
   (It should be individually agreed with the line manager whether the administrative office or another entity in your institution should be informed).

9. Only mandatory for business travel abroad

   When you have filled in all the necessary information about the business trip, switch tabs at the top of the screen.

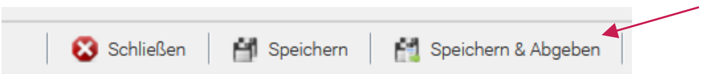



   Select ‘Reiseanschriften’ (travel addresses) to provide more detailed information about the business location. The following screen will then be displayed:




   Click on the ‘Hinzufügen’ (add) button to enter the travel address. This is required for issuing the A1 certificate.

10. Once you have filled in all the required fields, you can submit your business travel request digitally. To submit the request, click on ‘Speichern & Abgeben’ (save & submit) at the top right of the screen.



11. After the request has been submitted via the system, the line manager will be informed about the upcoming business trip. As the person who has submitted the request, you will receive an e-mail as soon as the line manager approves or rejects the request.

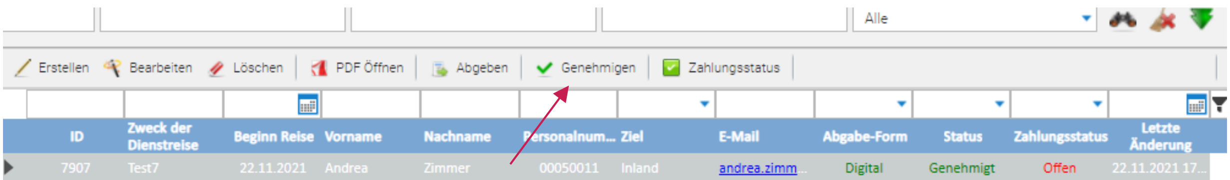
    As professors and junior professors can approve their own business trips, they need to enter themselves as the line manager. In this case, the application status is immediately set to 'genehmigt' (approved) when it is submitted.

    You can also view the current status of your business travel request at any time via the Sepia Portal. To check the status, open the portal as described above and select 'Dienstreisen' (business trips).


Click on the binoculars in the top-right corner of the screen to view all applications that you have submitted to date.
In future, you will also be able to view the status of your A1 certificate here (if necessary). The A1 certificate is usually sent by e-mail within 24 hours.

11. How to approve requests

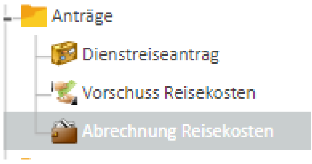
    As a line manager or deputy line manager, you can approve the request by clicking on 'Genehmigen' (approve).



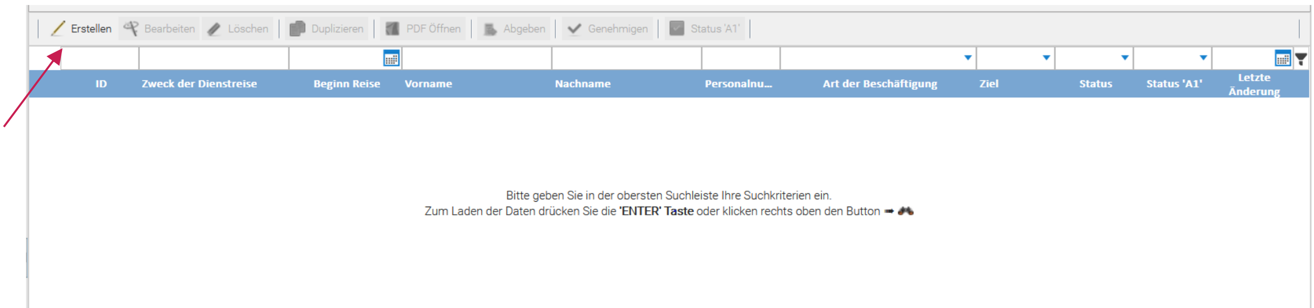
# 2 Travel expenses claims

**Please note: the travel expenses claim must be <u>submitted</u> digitally by the business traveller and thus by the payment recipient himself/herself, i.e. you must log in to the Sepia portal with your personal ID code! However, it is possible for another person to enter and save the data beforehand.**

1. Log in to the Sepia portal as described in 1. After you have logged in, double-click on the 'Abrechnung Reisekosten' (travel expenses claim) tab on the left-hand side of the screen.

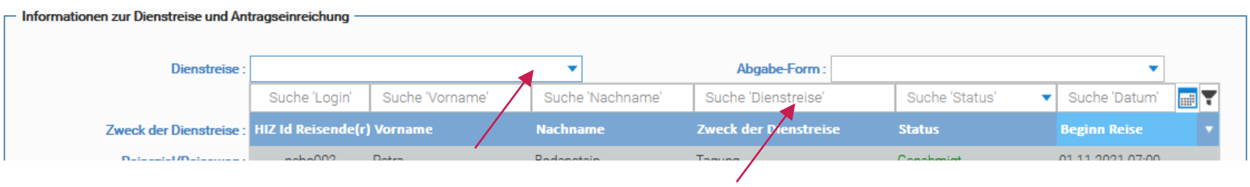



2. To make a travel expenses claim:



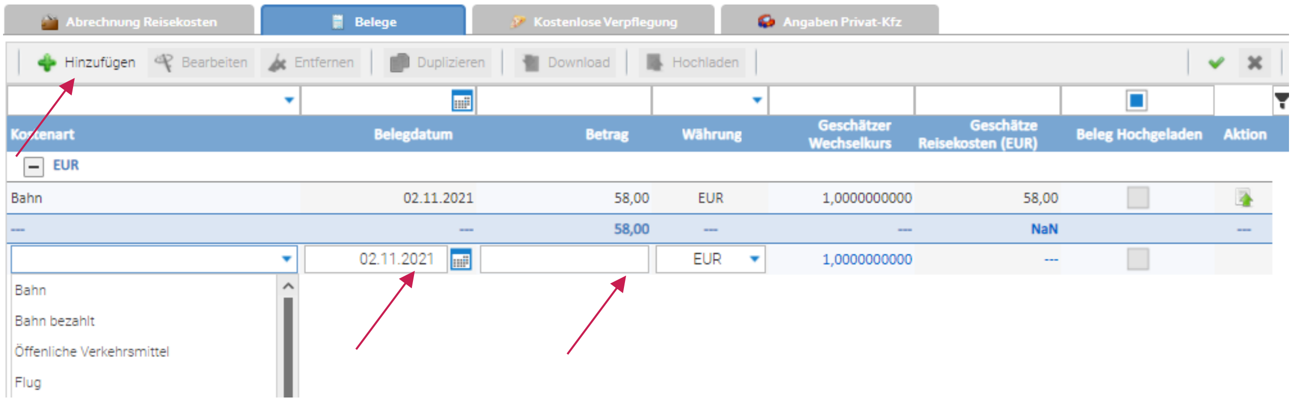

To create a travel expenses claim in the system, click on the 'Erstellen' (create) button.

3. Use the 'Dienstreise' (business trip) dropdown list to select the relevant business trip from your business travel requests. To search for a specific business trip, click on the 'Suche Dienstreise' (search business trip) search field and enter your search term.



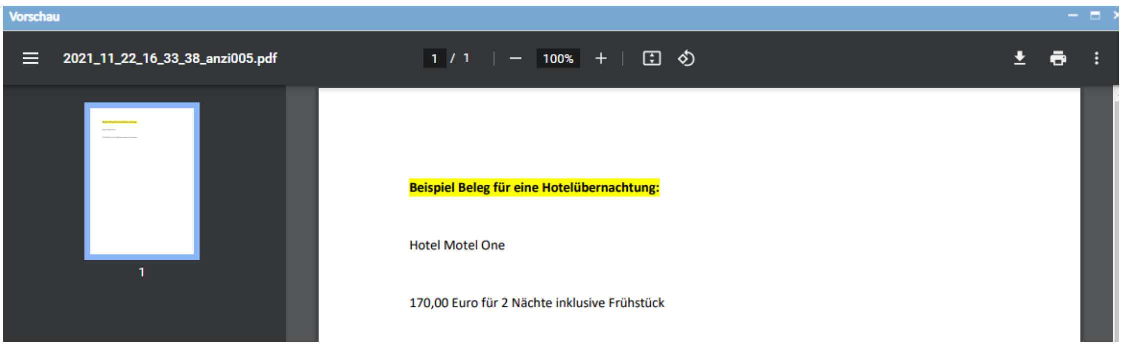
The system will automatically copy the data previously entered for the business travel request. Please fill in the remaining fields.

4. Now go to the ‘Belege’ (receipts) tab. You can now enter the receipts relating to the business trip by clicking on ‘Hinzufügen’ (add).

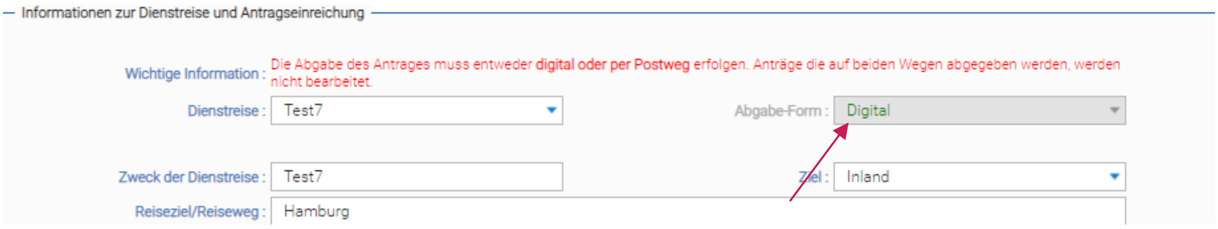



Click on the blue arrow to open a dropdown list. Select the relevant receipt type. You can then enter the receipt date, amount and currency.

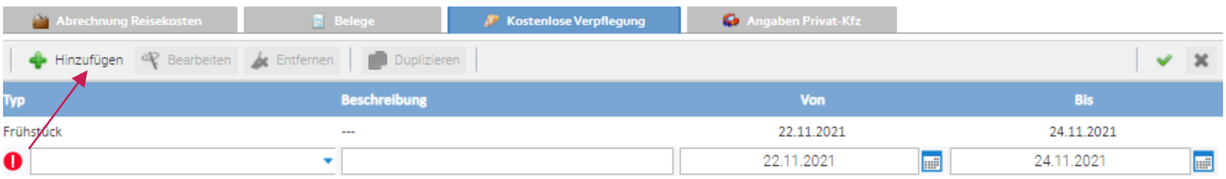
Click on the green arrow to upload the receipt in PDF format and view it again if required.

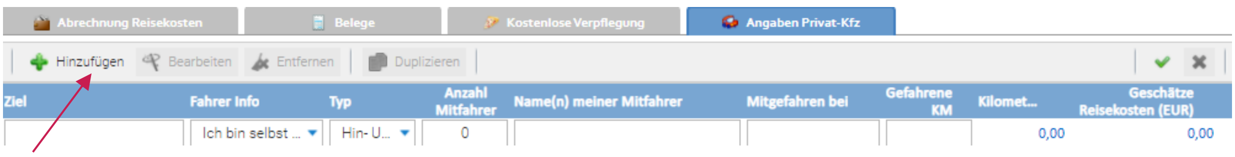
**NOTE: a receipt can only be uploaded if you have selected 'Digital' as your submission format. If you are sending your travel expense claim by post, receipts do not need to be uploaded.**




5. If you received free meals (including breakfast at the hotel if this was included in the accommodation price), go to the 'kostenlose Verpflegung' (free meals) tab and enter all meals by clicking on 'Hinzufügen' (add).




6. If you drove your own car, go to the ´Angaben Privat-KFZ´ (private vehicle details) tab and enter the relevant journeys.

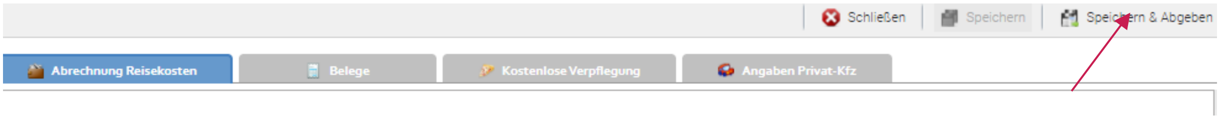



7. **Submitting your application – submission format**

**A. Digital submission**

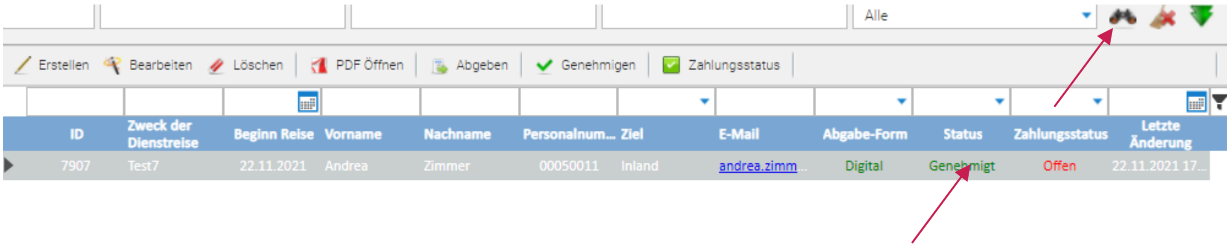
**<u>Please note:</u> Digital submission is only possible if no original receipts are submitted, i.e. if <u>only</u> digital invoices are available (e.g.: in pdf format). Subsequent submission of non-digital original receipts is <u>not</u> possible.**

Once you have filled in all the required fields, you can submit your business travel expenses digitally. To submit the claim, click on 'Speichern & Abgeben' (save & submit) at the top right of the screen.




Your line manager will be informed via the system about your submitted travel expenses claim. By approving the claim, the line manager confirms the accuracy of the information in the travel expenses claim. As the person who has submitted the claim, you will receive an e-mail as soon as the line manager approves or rejects the claim.

You can view the current status of your claim at any time by clicking on the binoculars.

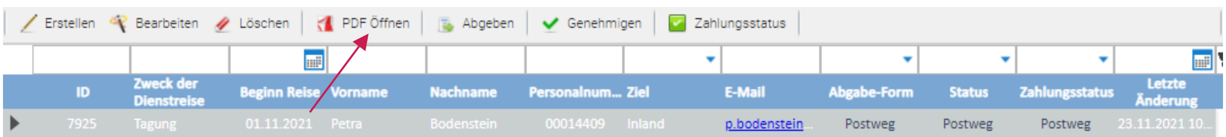



## B. Submission by post

**You must submit your claim by post if you are submitting original receipts (e.g. taxi receipt).**

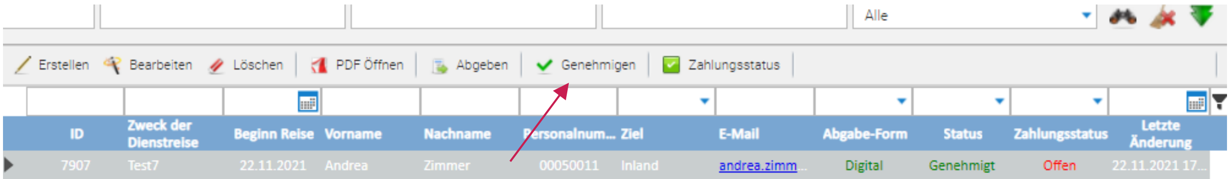
After you have filled in all the required fields, save your claim by clicking on 'Speichern' (save) and finish the editing process by clicking on 'Schließen' (close).


Next, open your claim by clicking on 'PDF öffnen' (open PDF). You can now print and save your claim in PDF format. The signature of your line manager approves the claim prior to the digital submission process and confirms that it is correct. Submit your claim together with the relevant receipts to the travel expenses team via the university's internal mail service.



8. How to approve travel expenses claims

As a line manager, you can approve digitally submitted claims by clicking on 'Genehmigen' (approve).



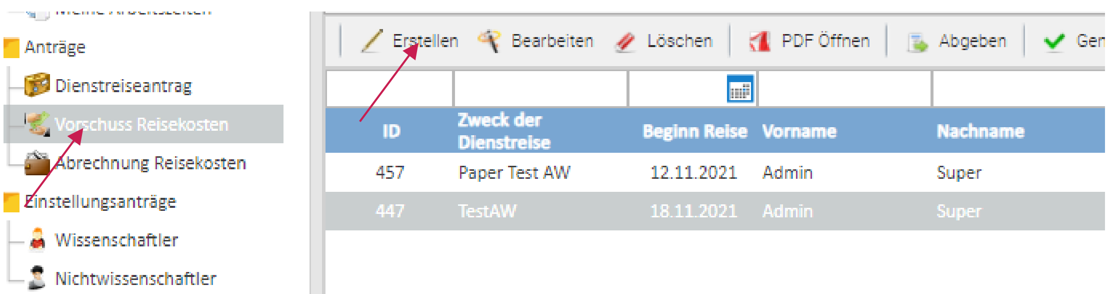
# 3 Direct bank transfers

If an invoice (e.g. travel agency, conference fees) is to be paid directly by Saarland University prior to the trip, please create and print the business trip request. After it has been signed and approved by the line manager, submit it to the travel expenses team together with the original invoice. Just as before, the invoice must be properly prepared and confirmed as correct by the line manager's signature.

# 4 Travel advances

1. If you would like to request payment of a travel advance for an upcoming trip, you need to create the business travel request first and then have it digitally approved by your line manager.

2. Next, go to 'Vorschuss Reisekosten' (advance travel expenses) on the left-hand side of the screen. Click on 'Erstellen' (create) to create a new claim.



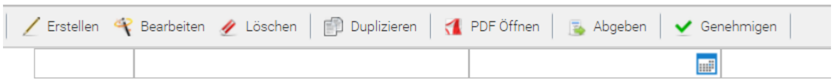

Fill in the claim as described in 2. 'Travel expenses claims'.

3. Select the submission format. If you select 'Digital' as the submission format, the procedure is the same as for travel expenses claims. If you select 'Postweg' (by post), you need to print out the claim and ask your line manager to sign it. You can then submit your claim together with the relevant receipts to the travel expenses team via the university's internal mail service.

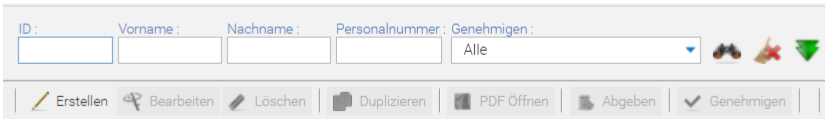
# 5 General information

1. Before logging in to the Sepia portal, you can choose between English and German.

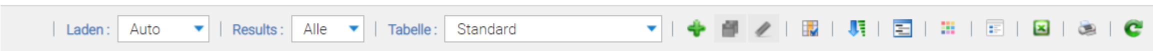

2. You can also copy ('Duplizieren' – duplicate) business travel requests and travel expenses claims so you can use them as a pre-filled template.




3. Use the search fields to search for previously created applications or requests and start the search by clicking on the binoculars.




It is usually helpful to set the 'Laden' (load) function to 'Auto' in the bar at the bottom of the screen. All applications created to date will then be directly displayed.




4. If you do not want to receive e-mails from the portal, you can do this in the settings under 'Mein Benutzerkonto' (my account). The internal communication will then need to be organized differently.

5. You can only save a form if all mandatory fields have been filled in. It may be necessary to enter a placeholder for missing data (e.g. 'Kostenstelle' (cost centre) '0') if you only want to save the application or request but not submit it yet. A saved form can then also be

opened by the administrative office, for example, in order to enter the missing information.

6. If you have any questions, please contact the travel expenses team:

| | | | |
|---|---|---|---|
| Petra Bodenstein | Letters A-F | p.bodenstein@univw.uni-saarland.de | Tel.: 302-6644 |
| Birgit Lipphard | Letters G-N | b.lipphard@univw.uni-saarland.de | Tel.: 302-4240 |
| Andrea Zimmer | Letters O-Z | a.zimmer@univw.uni-saarland.de | Tel.: 302-64098 |