USER MANUAL

electronic Daily Allowance & Travel System (*e*DATS)

V.0.3.2

Travel Management Module & Ex-Country Travel Process

MINISTRY OF FINANCE
Department of Treasury & Accounts
May 2023

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Version No.	Date	Description	Author
0.3.1	16.05.2023	First Version	PMSD, DTA, MoF
0.3.2	24.05.2023	Second Version	PMSD, DTA, MoF

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Part I: eDATS background

The *electronic* Daily Allowance & Travel System (*e*DATS) is an online system to process the public servants travel entitlements. The submission of travel order/travel authorization and travel allowance claim shall be done through a single window at different time intervals as per the travel rules. This online system is a separate system and was launched in July 2021. It shall be integrated with *e*-PEMS in the near future. The broad processes, minimum conditions and timeline for submission are as per the provisions of BCSR 2018 & FRR 2016. The previous manual provided step by step guidance to the users to process their TA/DA online in the system. This manual will only highlight the specific changes that are brought by the new version.

The system in her two years catered to the in-country travel of the public servants including the local government functionaries. The respective employees were required to upload the office order to create the travel authorisation which consumed a lot of space and storage.

The new enhancement not only expands the travel claims for ex-country travels of the public servants, the office order is also created in digital form thereby reducing the paper as well as digital space.

Part II: What's NEW

1. What's New in Version 0.3

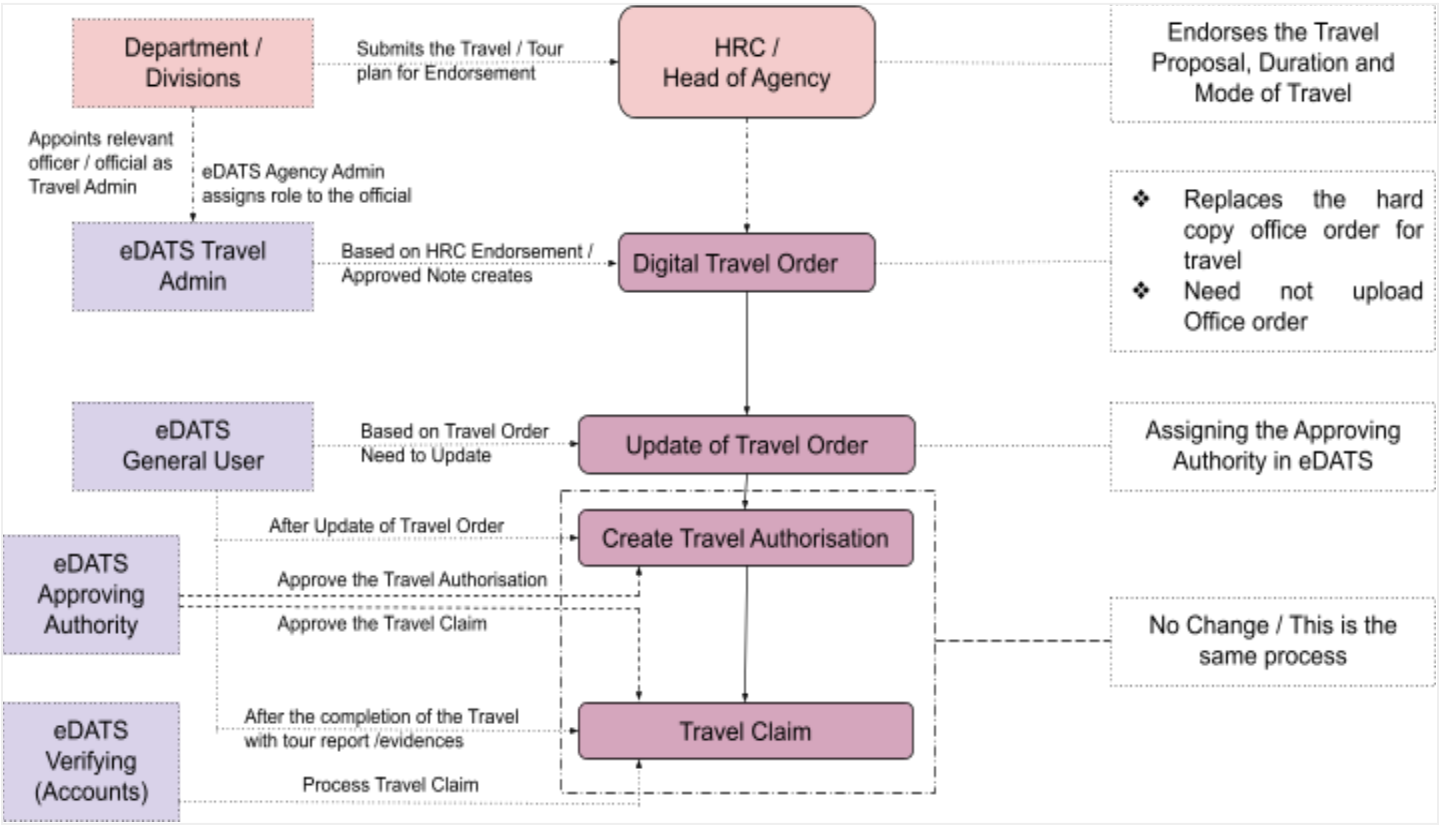
The version eDATS V.0.3 has the following new features;

1. **Travel Management & Digital Office Order** : A Travel Module is introduced to the eDATS which will replace the hard copy office order by the *digital office order* and need not be uploaded like in the past. Based on the approval of the head of the agency / office or the HRC, the Travel Admin will create the digital office order mentioning the officials authorized to travel. This would be applicable for all three types of travel:
   1.1. Travel In-Country
   1.2. Travel Ex-Country
   1.3. Special Travel

2. **Travel Ex-Country Process** : The new feature Travel Ex-Country in eDATS would capture the travel outside the country which until now was processed through the paper forms.

3. **Reports Enhancement** : The eDATS reports have been enhanced for greater user experience and data reliability.

2. Digital Travel Order



The travel flowchart which begins from the Department / Division plan to send an official / group on tour till the end where the individual officials puts up the claim is presented above.

The role of eDATS Travel Admin is introduced to create the digital travel order.

Royal Government of Bhutan
Ministry of Finance

BHUTAN
Believe

Travel Order : MoF/DTA/PMSD/2022-23/123
Transaction Number : TP-426202300004

Dated: 16/05/2023

OFFICE ORDER

As per the decision of the Head of the Agency/ HRC, the following official(s) is/are hereby relieved from his/her office duty as detailed below;

- **Purpose of Travel:** Attend Workshop/Training/Seminars/Meeting/Conference
- **Duration: From** 27-Apr-2023 **To** 10-May-2023
- **Mode of Travel:** Pvt. Vehicle,
- **Funding Source:** Other - Donor

Sl	CIDWP No.	Name of Official	Position Title	Position Level	Agency
1	10811000531	Kinzang Norbu	Deputy Chief Finance Officer	P2SS1	Dept. of Treasury
2	11807000390	Kinzang Tshering	Accounts Assistant IV	P5SS4	Dept. of Treasury

The official (s) is/are instructed to claim the travel entitlements strictly as per this order in accordance to the prevailing travel rules.

Kinzang Norbu
10811000531
Travel Admin

Head of the Budgetary Agency

Disclaimer : This is digital office order and does not require signature

The newly introduced digital travel order will replace the hard copy office order for travel, therefore the practise of uploading office orders is discontinued.

3. Travel Admin

A Travel Admin is an official assigned by the head of the Agency or the HRC with the role to manage the Travel Management.

a. Role of Travel Admin

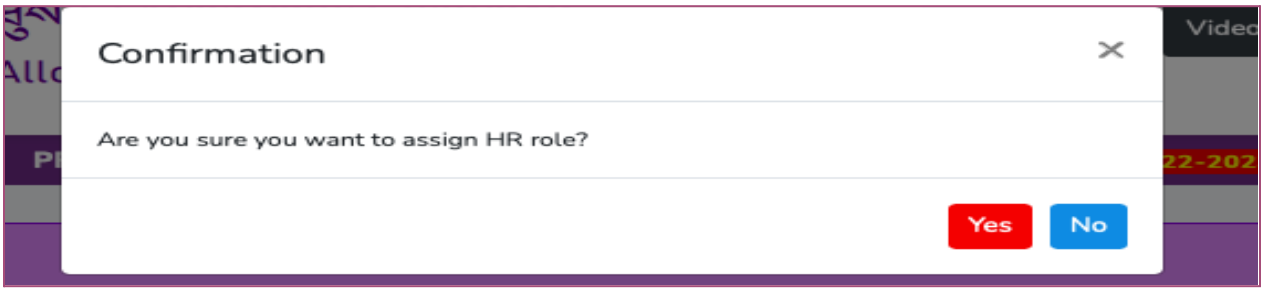
The eDATS Agency Admin (Generally the Finance Officer or the eDATS focal for the agency), based on the approval from the head of the Agency or the HRC shall make an Officer / Assistant / Adm / official as the Travel Admin for the Agency / office. There can be more than one Travel Admin depending on the size of the agency / office. The maximum number of travel admins will be monitored by the Ministry of Finance from time to time. The role of the Travel Admin can be changed / updated from the User Management under Agency Administrator module as displayed in the screenshot below;

The eDATS Agency Admin shall:

1) *Make an Official Travel Admin:* Based on the approval of the head of the agency, make an official Travel Admin by clicking on the blue travel Button as indicated in the picture above.

2) *Make an Official Travel & Verify:* If an accounts personnel who is the verifying authority in the eDATS is assigned as the Travel Admin, make him / her as Travel & Verify by clicking on the Gray button as indicated in the previous picture.

3) *Confirmation:* The system will ask for confirmation.



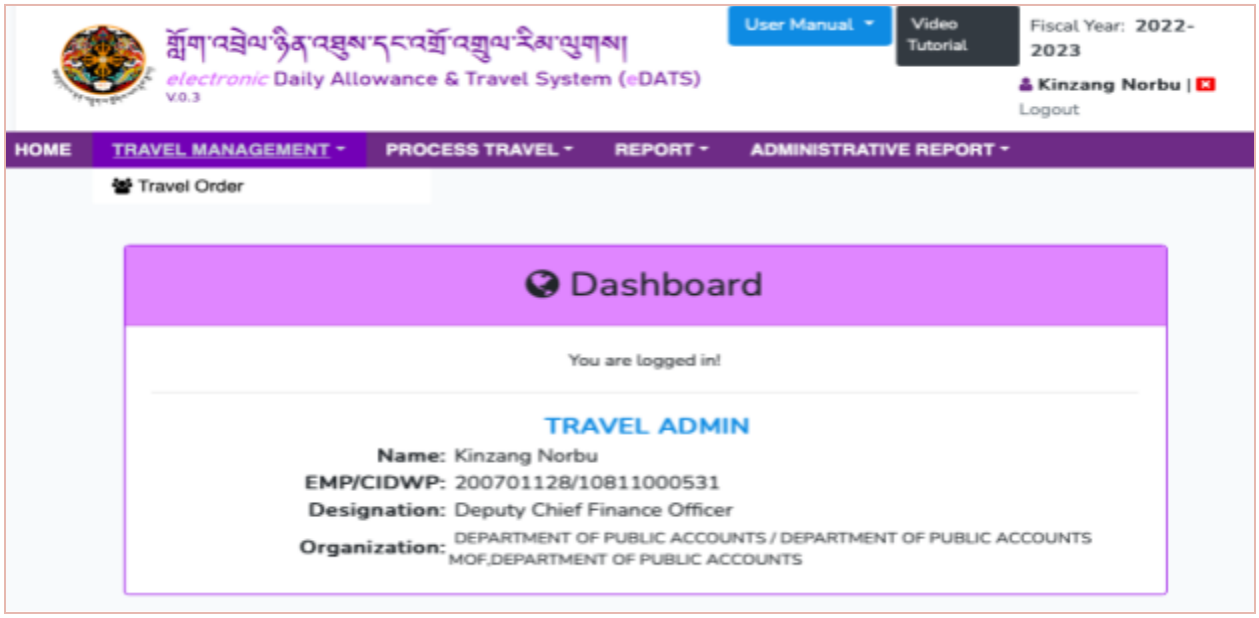
b. Pre-requisites detail of the HRC

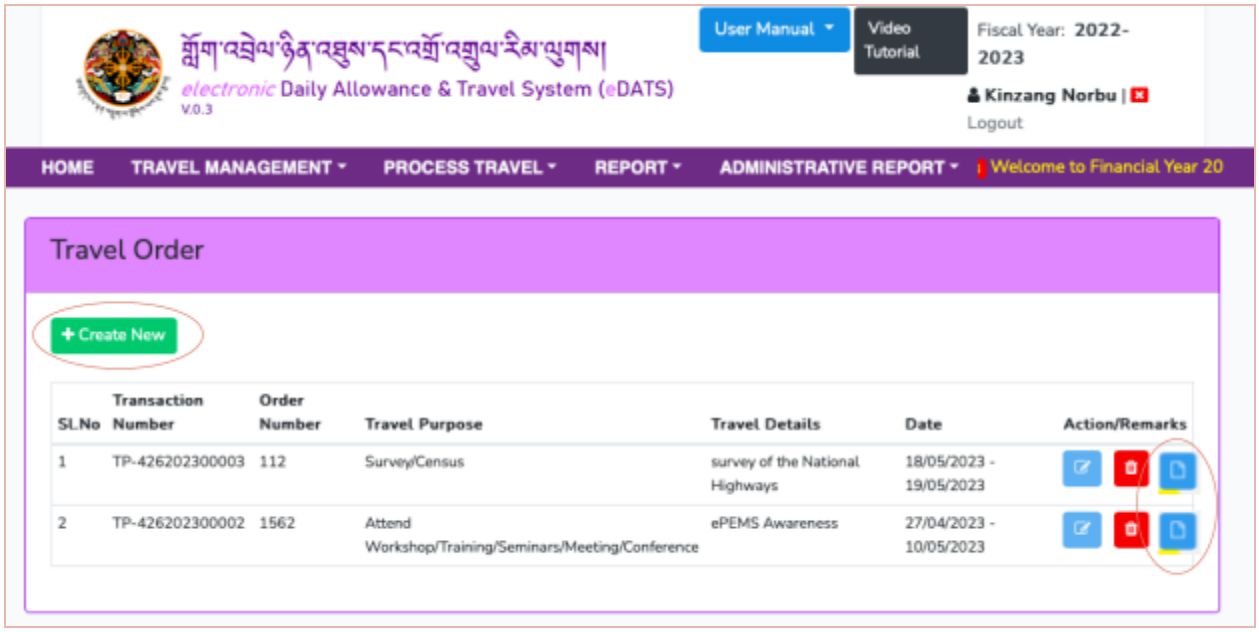
In order for travel admin to ensure system control is enforced, the following details must be specified in the office Order:

1) If an individual or groups are using a government pool vehicle for transportation.
2) Car pool in case of two or more officials traveling together for the same assignment where a private car is authorized for travel.
3) Specify Purpose of the trip / travel.

c. Travel Admin User

On making an official the Travel Admin, his/her dashboard will look like the picture below;

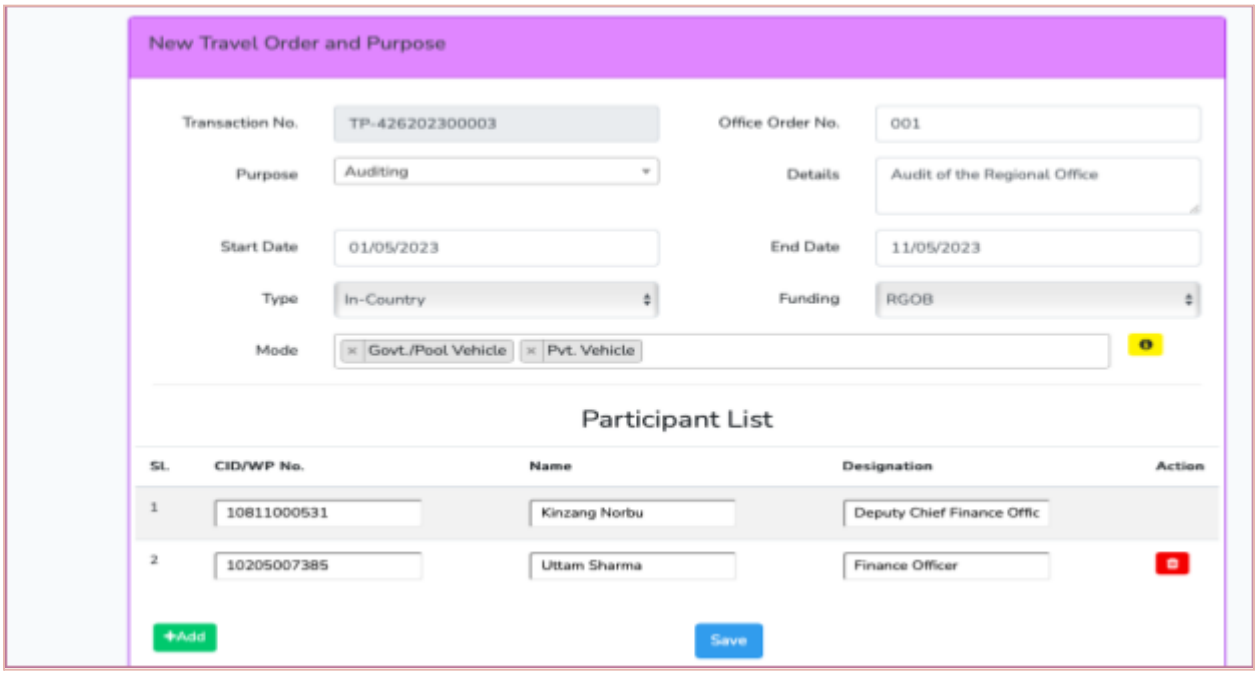




On Clicking the Travel Management button, a drop down menu will appear and one must click on the Travel order that shall display the travel order directory including the option for creating new travel order as pictured above;

There is also an edit option as "Action/Remarks on the right hand side of the screen". Please use the edit option, instead of creating a duplicate travel order or another travel order. There is also a delete option to delete the travel order and view option to view the Travel order created.

The new travel order and purpose, all the details required are available. The Travel Admin would have to update all the options as displayed below;



The eDATS Travel Admin shall based on the approved note / HRC fill in;

1. *Transaction No :* This is a system generated transaction number unique to all the travel orders.
2. *Office Order No:* This is an office order number unique to particular travel with a despatch number. example: MoF/DTA/PMSD/2022-23/001

3. *Purpose* : There are forty (40) purposes in the drop down menu. Please select the relevant purpose for the trip. There is also an option 'Others', to incorporate purposes that are not included in the list.
4. *Details* : The details of the tour may be mentioned. Example: Traveling to Wangdue for the conduct of a labor force survey.
5. *Start Date / End Date* : The start date and the end date for the travel is to be indicated. However do not type in the dates, rather choose the dates from the calendar drop down.
6. *Type* : There are three types of travel viz. Travel In-Country, Travel Ex-Country and Special Travel. Special travel may be ignored for other agencies, it is for agencies like National Center for Hydrology and Meteorology (NCHM).
7. *Funding* : There are three types of funding type viz. RGoB, GoI and Other Donors.
8. *Mode* : Select ONLY those possible modes of travel an applicant will execute during the course of travel. There are currently nine (9) modes of travel viz. Govt. / Pool Vehicle, Pvt. Vehicle, Air, Bus, Taxi, Train, Dolam, Ship, Stationed. There is an option to select multiple modes like Govt. vehicle, Pvt. Vehicle, Air together.

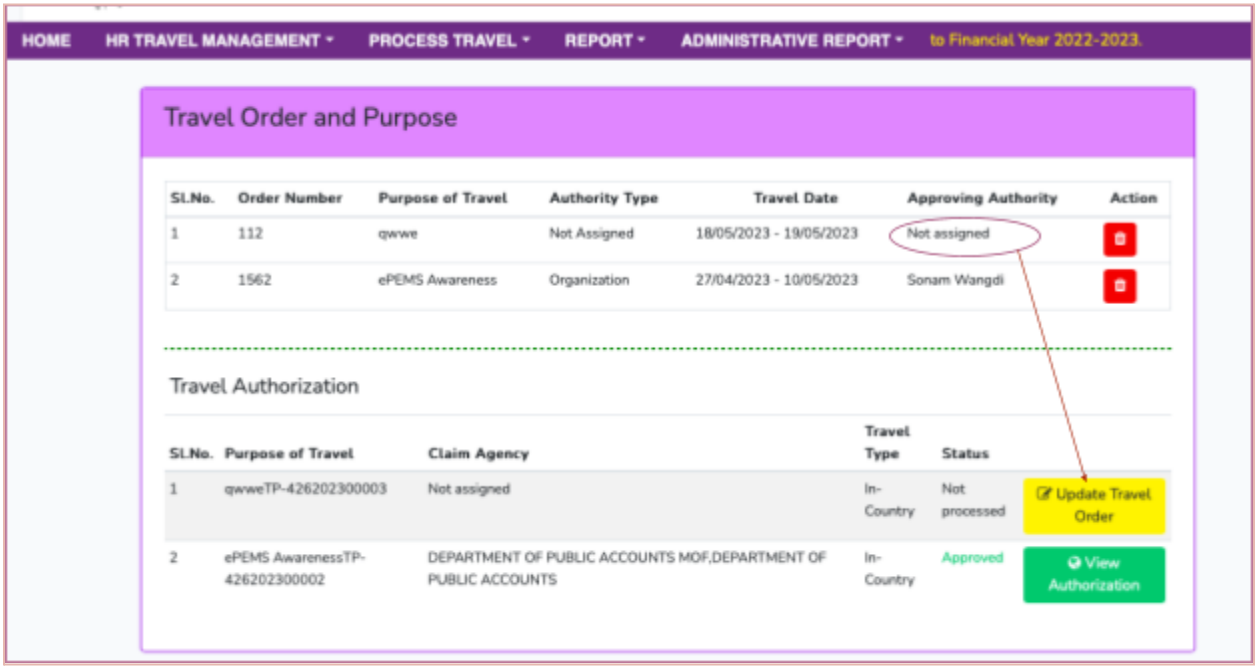
   For the group where only one Pvt. Car is authorized, select Pvt. car only. The official not taking his/her car will have to update as 'NA' while processing in Travel claims.
9. *Participants* : Enter the CID No. / Work Permit No. and then Press Enter. The name and designation should be pulled from the database.

   Click +Add, button to add new employees in the same group.

   Click Save button to save the travel order.
10. *Directory* : With the save button, the travel order will be added to the directory and accordingly travel authorisation will be enabled for the individuals in their respective dashboard.

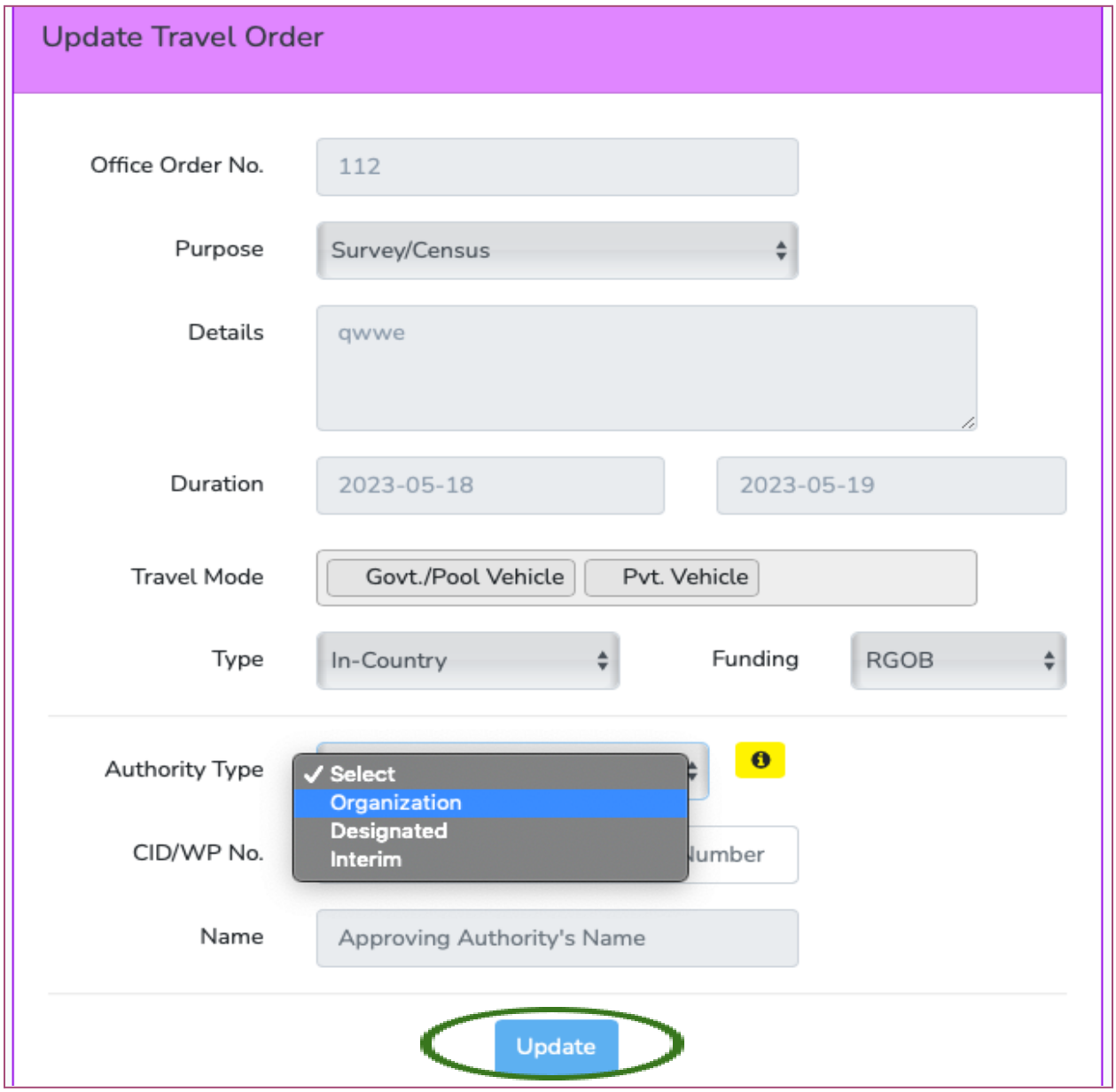
d. Update Travel Order

The Travel order has been created, however different employees will have different controlling officers, as such the next step is to update the controlling officer and the budget from where the travel payment will be made.



The travel order will have an update option which is required to update the authority type, your controlling officer. (The travel order update will be displayed to the respective users only)

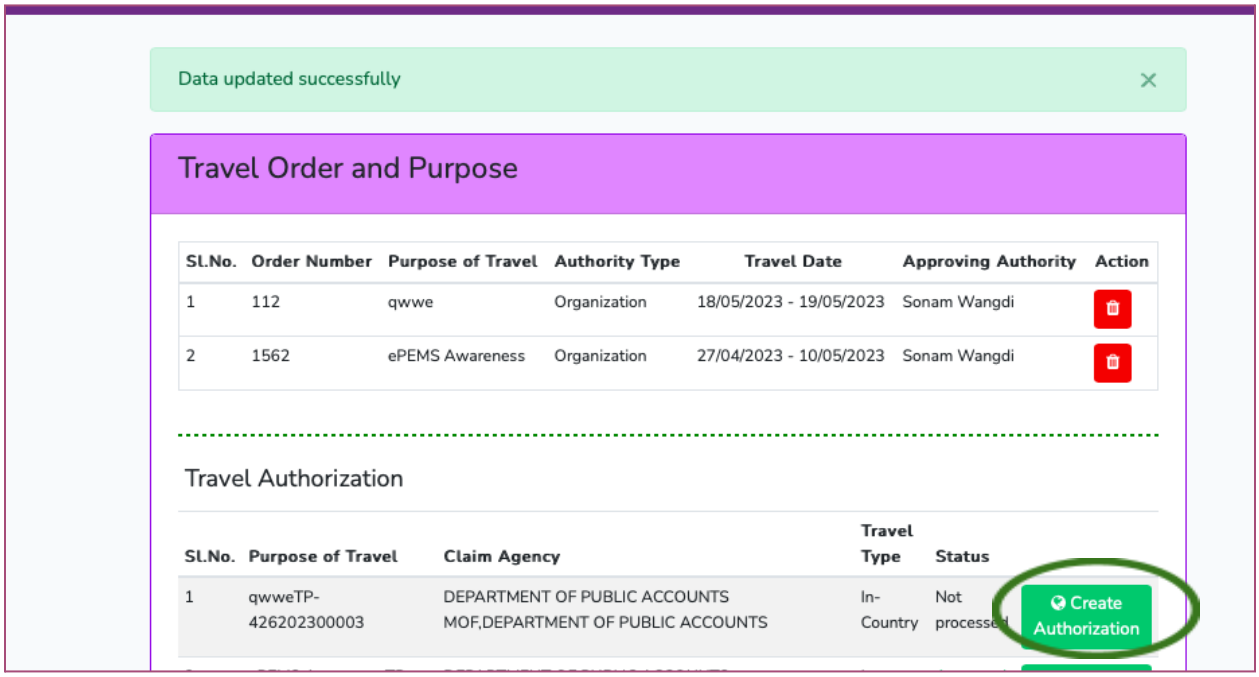
- Organization Authority : Approving Authority and budget utilization from your own agency.
- Interim Authority : Approving Authority and budget utilization from other agency.
- Designated Authority : Approving Authority from other agency but budget utilization from your own agency.



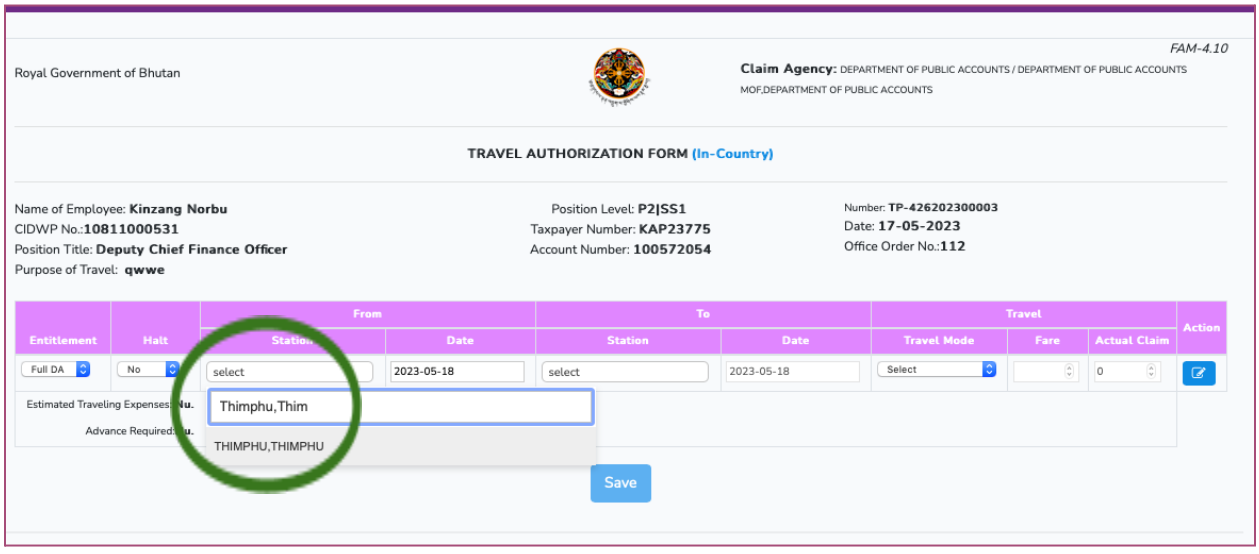
On clicking the update, the update travel order will change to Create Authorisation.

e. Travel Authorisation

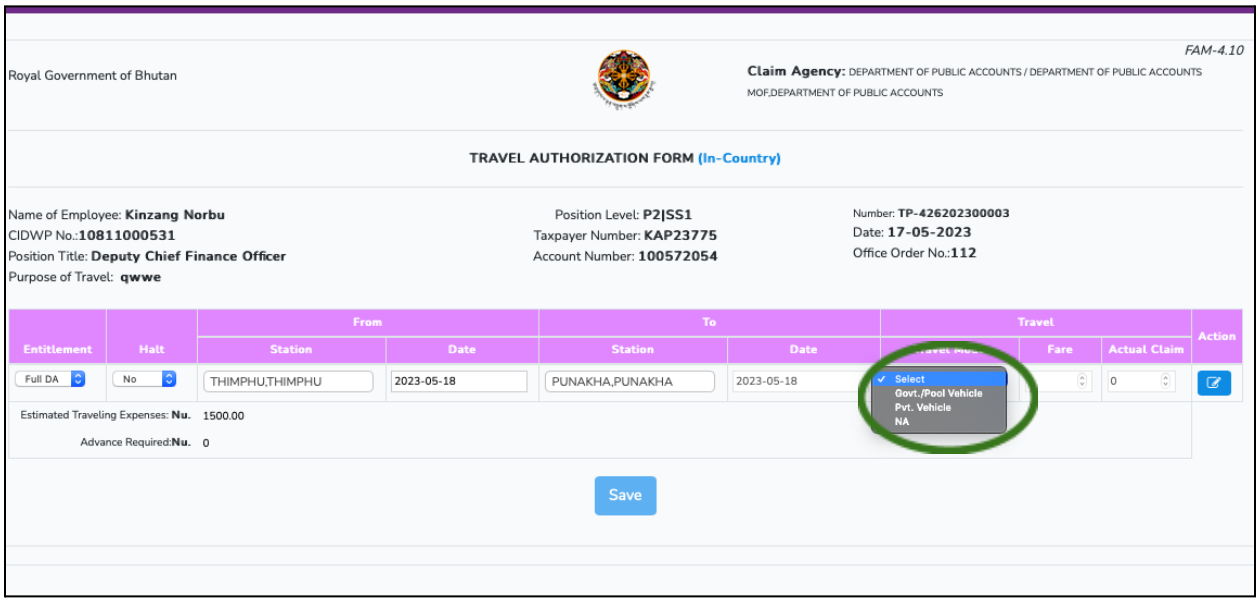
After the update of the Travel order, the travel authorisation can be created.



With the travel authorisation, the process remains the same except;



If you are selecting Thimphu to Punakha, then you need to select Thimphu,Thimphu which is Dzongkhag,Gewogs/Throms.

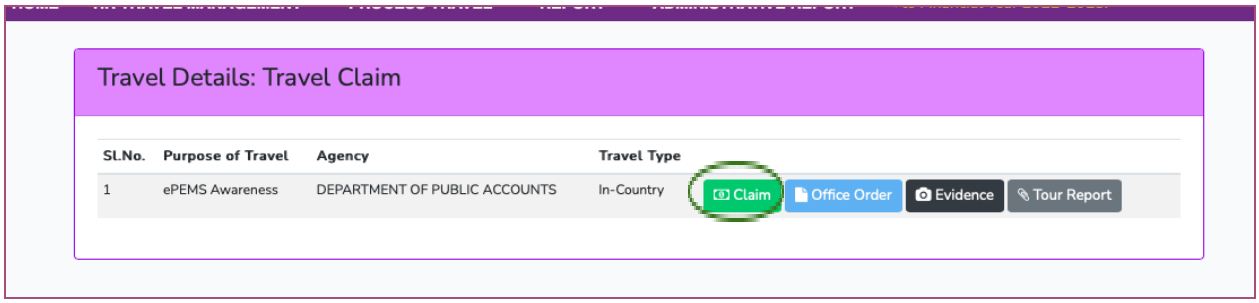


The earlier mode of travel like Govt./Pool vehicle or Pvt. Car or NA will be displayed based on travel order created by Travel admin.

Rest of the process is the same as the previous.

f. Travel Claim

There is no major change in the Travel claim process except for the few which are mentioned below;



The eDATS Travel Admin shall based on the approved note / HRC fill in;

1) *Claim* : Click on the claim to process the travel claim. The travel claim will be auto calculated but you need to check and verify the claims as per travel.
2) *Office Order* : The digital office order created by HR Travel Admin is available if you click on the office order.
3) *Evidence* : The evidence here is the picture on travel. It is visible to the controlling officer and the verifying officer (Accounts focal). It is recommended to provide a picture of the actual travel or the activity.
4) *Tour Report* : Tour Report is not mandatory for public servants but it is mandatory for civil servants. As long as the tour report is submitted to the controlling officer, a tour report in the eDATS is not mandatory. The tour report requirement is in PDF format.

4. Ex-Country Travel

The ex-country travel process is now included in the eDATS. With the eDATS enhancement, inclusion of the ex-country travel; travel claim of the ex-country travel vide the hard copy (paper form) will no longer be in use.

The process of creating the travel office order with the HRC approval remains the same as in-country travel.

a. Foreign Exchange Rate

The forex rate for the Ngultrum to USD will be fixed on the day the advance is disbursed by the Accounts section. The rate will remain the same for the travel claim. The forex rate will be updated by the DTA, MoF based on the rates announced by BOBL.

5. Reports Enhancement

There is renaming of the reports and designing of the User Interface of the reports enhancement in the update this time. Following are the management reports which are accessible to the managements of the respective budgetary bodies.

Management Reports are

4.1 National Travel Details by Employee

4.2 National Travel Details by Department

4.3 Travel Details by Agency

4.4 Travel Details by Employee

4.5 Monthly Travel Statement by Employee

4.6 Monthly Travel Statement by Agency

6. eDATS Issues Reporting

The eDATS has been developed and enhanced keeping in mind the basic user friendliness concept and self learning. There are video tutorials linked with the eDATS site as well as the user manuals. eDATS users are first recommended to explore the hints / Tips which are provided in the system itself.

If the eDATS user encounters any issues / bugs, it is recommended to report first to your accounts focal. The accounts focal if he / she is unable to resolve the issue, escalate to the eDATS Agency Admin and likewise if the eDATS Agency Admin is unable to resolve the issue, the issue / bugs will be reported to the PMSD Client Support Services in DTA, MoF.

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