

# USER MANUAL



## *electronic* Daily Allowance & Travel System (eDATS)

V.0.3

### HR Travel Module & Ex-Country Travel Module

MINISTRY OF FINANCE  
Department of Treasury & Accounts  
May 2023

## Disclaimer

The information contained in these documents is confidential, privileged and only for the information of the intended recipient and may not be used, published or redistributed in whole or part without the prior written consent of the Ministry of Finance. The recipient of this information, by its retention and use, agrees to protect the same from loss, theft or unauthorized use.

<p>[ELECTRONIC DAILY ALLOWANCE &amp; TRAVEL SYSTEM   V.0.3: USER MANUAL MAY 2023]</p>	
---	--

Version No.	Date	Description	Author
0.3.1	16.05.2023	First Draft	PMSD, DTA, MoF

## Table of Contents

<b>Part I: eDATS background</b>	<b>6</b>
<b>Part II: What's NEW</b>	<b>7</b>
<b>1. What's New in Version 0.3</b>	<b>7</b>
<b>2. HR Travel Admin</b>	<b>7</b>
a. Role of HR Travel Admin	7
b. HR Travel Admin User	8
c. Update Travel Order	12
d. Travel Authorisation	14
e. Travel Claim	15
<b>3. Ex-Country Travel</b>	<b>17</b>
a. Foreign Exchange Rate	17
<b>4. Reports Enhancement</b>	<b>18</b>
<b>5. eDATS Issues Reporting</b>	<b>18</b>

# Part I: eDATS background

The *electronic* Daily Allowance & Travel System (eDATS) 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. HR Travel Module : HR Travel Module will be available to the HR focals / personnel. Based on the approval of the head of the agency / office or the HRC, the HR users 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. HR Travel Admin

Each agency based on the size of the agency will be allocated the HR Travel Admin user rights. The allocation of HR Travel Admin may be decided by the HRC or the head of the Agency. The HR Travel Admin will create the digital office order applicable for all three types of travel:

- 1) Travel In-Country
- 2) Travel Ex-Country
- 3) Special Travel

## a. Role of HR Travel Admin

The eDATS Agency Admin (Generally the Finance Officer or the eDATS focal for the agency) will, based on the HRC endorsement or instruction from the head of the Agency make an HR Officer / Assistant / Adm / Any other official as the HR Travel Admin for the Agency / office. There can be more than one HR Travel Admin depending on the size of the agency / office. The role of the HR Travel Admin can be changed / updated from the User Management under Agency Administrator module as displayed in the screenshot below;

The screenshot shows the 'Agency User Management' interface. At the top, there is a header with the system logo, name in Tibetan and English ('electronic Daily Allowance & Travel System (eDATS) V.0.3'), and user information ('Uttam Sharma | Logout'). Below the header is a navigation bar with tabs: HOME, AGENCY ADMINISTRATOR, PROCESS TRAVEL, REPORT, ADMINISTRATIVE REPORT, and a fiscal year selector set to '22-2023'. The main content area is titled 'Agency User Management' and features a search bar with 'Tika' entered. Below the search bar is a table with columns: SLNo, CID/WP No., Employee Name, Designation, Agency, Role, and Manage Roles. The table contains one entry for 'Tika Monger', an 'Accounts Assistant IV' at the 'DEPARTMENT OF PUBLIC ACCOUNTS MOF, DEPARTMENT OF PUBLIC ACCOUNTS'. The 'Manage Roles' column for this entry has buttons for 'Edit', 'Verifying', 'Approving', 'HR Travel' (highlighted with a red circle), and 'Deactivate'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries (filtered from 61 total entries)' and includes pagination controls for 'Previous', '1', and 'Next'.

The eDATS Agency Admin shall:

- 1) *Make an Official HR Travel Admin:* Based on the HRC approval or the instruction from the head of the agency, make an official HR Travel Admin by clicking on the blue HR travel Button as indicated in the picture above.
- 2) *Confirmation:* The system will ask for confirmation.

The screenshot shows a 'Confirmation' dialog box with the text 'Are you sure you want to assign HR role?'. At the bottom right of the dialog are two buttons: 'Yes' (red) and 'No' (blue). The dialog box is overlaid on a blurred background of the eDATS interface.

## b. HR Travel Admin User

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

Dashboard

You are logged in!

**HR TRAVEL ADMIN**

**Name:** Kinzang Norbu  
**EMP/CIDWP:** 200701128/10811000531  
**Designation:** Deputy Chief Finance Officer  
**Organization:** DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS MOF, DEPARTMENT OF PUBLIC ACCOUNTS

Navigation: HOME | **HR TRAVEL MANAGEMENT** | PROCESS TRAVEL | REPORT | ADMINISTRATIVE REPORT | FY 2022-2023 | Welcome to Financial Year 2022-2023.

Buttons: User Manual, Video Tutorial, Fiscal Year: 2022-2023, Kinzang Norbu | Logout

On Clicking the HR 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 below;

Travel Order

**+ Create New**

Transaction SL.No	Number	Order Number	Travel Purpose	Travel Details	Date	Action/Remarks
1	TP-426202300002	1562	Attend Workshop/Training/Seminars/Meeting/Conference	ePEMS Awareness	27/04/2023 - 10/05/2023	

Navigation: HOME | **HR TRAVEL MANAGEMENT** | PROCESS TRAVEL | REPORT | ADMINISTRATIVE REPORT | FY 2022-2023 | Welcome to Financial Year 2022-2023.



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.

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

HOME HR TRAVEL MANAGEMENT PROCESS TRAVEL REPORT ADMINISTRATIVE REPORT 022-2023 Welcome to Financial Year 20


### New Travel Order and Purpose

Transaction No. TP-426202300003 Office Order No. 001


Purpose Auditing Details Audit of the Regional Office



Start Date 01/05/2023 End Date 11/05/2023

Type In-Country Funding RGOB

Mode ☐ Govt./Pool Vehicle ☐ Pvt. Vehicle 

### Participant List

Sl.	CID/WP No.	Name	Designation	Action
1	10811000531	Kinzang Norbu	Deputy Chief Finance Offic	
2	10205007385	Uttam Sharma	Finance Officer	

 Add  Save

The eDATS HR 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.

### c. 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.

**Travel Order and Purpose**

Sl.No.	Order Number	Purpose of Travel	Authority Type	Travel Date	Approving Authority	Action
1	112	qwwe	Not Assigned	18/05/2023 - 19/05/2023	Not assigned	
2	1562	ePEMS Awareness	Organization	27/04/2023 - 10/05/2023	Sonam Wangdi	

---

**Travel Authorization**

Sl.No.	Purpose of Travel	Claim Agency	Travel Type	Status	Action
1	qwweTP-426202300003	Not assigned	In-Country	Not Processed	
2	ePEMS AwarenessTP-426202300002	DEPARTMENT OF PUBLIC ACCOUNTS MOF, DEPARTMENT OF PUBLIC ACCOUNTS	In-Country	Approved	

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.

## Update Travel Order

Office Order No.

112

Purpose

Survey/Census

Details

qwwe

Duration

2023-05-18

2023-05-19

Travel Mode

Govt./Pool Vehicle

Pvt. Vehicle

Type

In-Country

Funding

RGOB

Authority Type

✓ Select  
Organization  
Designated  
Interim



CID/WP No.

Number

Name

Approving Authority's Name

Update

## d. Travel Authorisation

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

HR TRAVEL MANAGEMENT ▾ PROCESS TRAVEL ▾ REPORT ▾ ADMINISTRATIVE REPORT ▾

Data updated successfully ✕

### Travel Order and Purpose

Sl.No.	Order Number	Purpose of Travel	Authority Type	Travel Date	Approving Authority	Action
1	112	qwwe	Organization	18/05/2023 - 19/05/2023	Sonam Wangdi	
2	1562	ePEMS Awareness	Organization	27/04/2023 - 10/05/2023	Sonam Wangdi	


---

### Travel Authorization

Sl.No.	Purpose of Travel	Claim Agency	Travel Type	Status	Action
1	qwweTP-426202300003	DEPARTMENT OF PUBLIC ACCOUNTS MOF,DEPARTMENT OF PUBLIC ACCOUNTS	In-Country	Not processed	

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

HOME HR TRAVEL MANAGEMENT ▾ PROCESS TRAVEL ▾ REPORT ▾ ADMINISTRATIVE REPORT ▾ FY 2022-2023 Welcome to Finan

Royal Government of Bhutan  **Claim Agency:** DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS  
MOF,DEPARTMENT OF PUBLIC ACCOUNTS

FAM-4.10

### TRAVEL AUTHORIZATION FORM (In-Country)

Name of Employee: **Kinzang Norbu** Position Level: **P2|SS1** Number: **TP-426202300003**  
 CIDWP No.: **10811000531** Taxpayer Number: **KAP23775** Date: **17-05-2023**  
 Position Title: **Deputy Chief Finance Officer** Account Number: **100572054** Office Order No.: **112**  
 Purpose of Travel: **qwwe**

Entitlement	Halt	From	To	Travel	Action				
		Station	Date	Station	Date	Travel Mode	Fare	Actual Claim	
Full DA	No	select	2023-05-18	select	2023-05-18	Select		0	
Estimated Traveling Expenses: <b>THIMPHU,THIMPHU</b> Advance Required: <b>THIMPHU,THIMPHU</b>									


**Save**

**[ELECTRONIC DAILY ALLOWANCE & TRAVEL SYSTEM | V.0.3:  
USER MANUAL MAY 2023]**

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

HOME
HR TRAVEL MANAGEMENT
PROCESS TRAVEL
REPORT
ADMINISTRATIVE REPORT
Come to Financial Year 2022-2023.

Royal Government of Bhutan



**Claim Agency:** DEPARTMENT OF PUBLIC ACCOUNTS / DEPARTMENT OF PUBLIC ACCOUNTS  
MOF, DEPARTMENT OF PUBLIC ACCOUNTS

FAM-4.10

TRAVEL AUTHORIZATION FORM (In-Country)

Name of Employee: **Kinzang Norbu**  
CIDWP No.: **10811000531**  
Position Title: **Deputy Chief Finance Officer**  
Purpose of Travel: **qwwwe**

Position Level: **P2JSS1**  
Taxpayer Number: **KAP23775**  
Account Number: **100572054**

Number: **TP-426202300003**  
Date: **17-05-2023**  
Office Order No.: **112**

Entitlement	Halt	From		To		Travel Mode	Fare	Actual Claim	Action
		Station	Date	Station	Date				
Full DA	No	THIMPHU, THIMPHU	2023-05-18	PUNAKHA, PUNAKHA	2023-05-18	<div> Select Govt./Pool Vehicle Pvt. Vehicle </div>	0		

Estimated Traveling Expenses: Nu. 1500.00  
Advance Required: Nu. 0

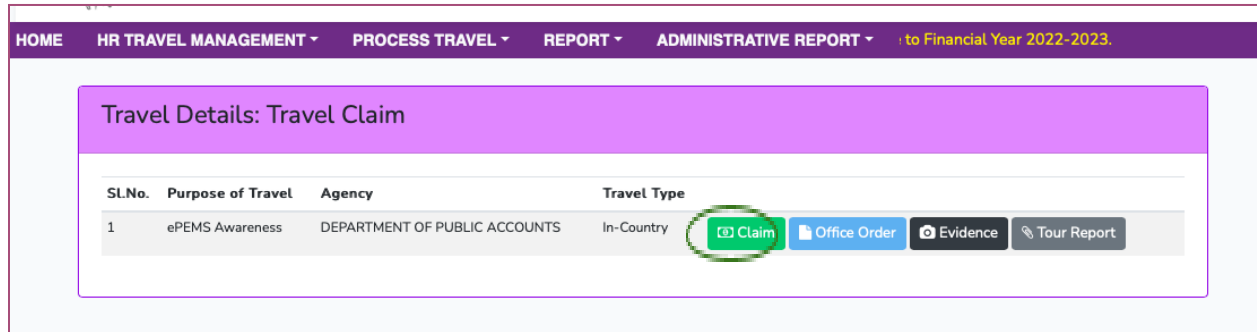
Save

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

Rest of the process is the same as the previous.

## e. Travel Claim

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



The eDATS HR 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.



Royal Government of Bhutan  
Ministry of Finance

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
1	10811000531	Kinzang Norbu	Deputy Chief Finance Officer	P2/SS1
2	11807000390	Kinzang Tshering	Accounts Assistant IV	P5/SS4

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  
Controlling Officer

- 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.



### 3. 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.

## 4. 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

## 5. 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.

\*\*\*\*