

SSoA Payables & Travel Procedural Catalog

Procedures	Description
PAYABLES	
PRCUU Payables Process <ul style="list-style-type: none"> • PRCUU Quick Guide Manual • PRCUU Quick Guide Video 	Process to submit payable PCards to Shared Services for processing. Important Reminders: <ul style="list-style-type: none"> • Only for departments who have onboarded with the PRCUU Payables Process. Other departments should utilize the Portal Guide. • Not for travel PCard submittals.
Payables Portal Guide <ul style="list-style-type: none"> • Manual • Video 	Process to submit the following invoices to Shared Services for processing: <ul style="list-style-type: none"> • GAX • IN • PRC • PRCC (Payable PCards) – For departments who have NOT onboarded with the PRCUU Payables Process.
Payables Re-Appropriation Video	Guidance on navigating the payables portal during re-appropriation (July – August).
AP Document Quick Guide	Guidance on how to select the appropriate invoice (GAX, PRC, IN, or PRCC).
TRAVEL	
Travel Portal <ul style="list-style-type: none"> • Travel Portal Manual • Request a TAPO Video • Request an Advance Video (Coming Soon) • Book/Change/Cancel Trip Video (Coming Soon) • Submit Final Receipts Video (Coming Soon) • Submit PreClear Video (Coming Soon) • Submit PrePay Video (Coming Soon) • Submit Non TAPO Video (Coming Soon) • Request Support Video (Coming Soon) 	Process to request and submit travel to Shared Services for processing. <ul style="list-style-type: none"> • Written manual provides guidance on entire travel process. • Videos currently in production to provide supplemental support.
How to Find a Final TA	Assistance on how to locate the Final Travel Authorization in IRIS (document detailing the total cost for a completed trip).