

TRV - Travel & Business Expense Request Assistant

Purpose/Definition

Within Travel (TRV), the Travel & Business Expense Request Assistant role is responsible for the entry of travel requests and travel/non-travel expenditures on behalf of an individual.

Mapping Guidance

This role must be mapped to positions within the JHU Controller/General Accounting Office, the JHHS General Accounting Office, and the Departmental/Divisional area(s). This role can also be mapped to positions within Shared Services and Support Organization needing to perform these functions.

Mapping Rules

Positions that receive this role CANNOT be mapped with following role(s):

- None

Positions that receive this role MUST be mapped with following role(s):

- None

Responsibilities

- Enter data for travel and non travel expense reports as designated by traveler/ department.
- Enter data for travel requests, including advance requests if applicable, as designated by traveler/ department.

Tools

- Intranet/Internet
- SAP Business Suite

Knowledge and Skills

The following knowledge and skills are required prior to SAP End User Training:

- Read and write English sufficiently to complete the SAP Transactions.
- Use a PC or MAC and its operating system and browser to access a website on the Hopkins intranet.

Knowledge of:

Required knowledge and skills can be obtained from established training programs in JHU and JHHS.

NOTE: The HopkinsOne Project will provide SAP End User Training that includes training on:

- How to perform SAP transactions.
- How SAP transactions relate to the business process.

- How SAP transactions relate to the system as a whole.