

Web-Based Training – “Travel Policy and Reimbursement Process”

- Open Internet Explorer and type or paste the following address into your web browser address bar www.MyWorkplace.state.pa.us/ (Employee Self Service)
- Click on My Training (blue menu on left)
- Type ‘Travel’ in the Search Term box and click Find
- Under ‘Web-Based Training’ click on Travel Policy and Reimbursement Process

The screenshot displays the Employee Self Service User interface. The left navigation menu has 'My Training' circled in red. The main content area shows a search for 'travel' with the 'Find' button also circled in red. The search results are categorized into 'Classroom Training (2)' and 'Web-Based Training (7)'. The 'Web-Based Training' list includes 'Travel Policy and Reimbursement Process', which is circled in red.

Employee Self Service User | Supervisor Self Service User

Employee Self Service > Employee Self Service User > My Training

My Training

Navigation

Training Home

- [Information](#)
- [My Transcript](#)

Find

Search Term:

Find **Extended Search**

Course Catalog

- [Enterprise Business Process DGS](#)
- [PA Historical & Museum Commission](#)
- [Executive Offices](#)
- [Small Agency Training Consortium \(SATC\)](#)
- [Enterprise Development Programs](#)
- [OA Sponsored Training for All Agencies](#)
- [Keystone Academy for Learning \(KAL\)](#)

9 Hits Found

Classroom Training (2)

Course

- [Active Shooter and WPV](#)
- [Commonwith Travel Policy & Reimbursement](#)

Web-Based Training (7)

Course

- [ADTRAV Overview](#)
- [Orient For Assoc Commdty Mngr \(BOP ONLY\)](#)
- [Orient For Business Anlyst \(BOP ONLY\)](#)
- [Orient For Commodity Manager \(BOP ONLY\)](#)
- [Orient For Commodity Specilst \(BOP ONLY\)](#)
- [Orient For Contract Coordntr \(BOP ONLY\)](#)
- [Travel Policy and Reimbursement Process](#)

- Click the Book This Course button, and click OK at the pop up window. (The “participation was successfully booked” message appears at the top of the page.)
- Click the orange Start Course Now button which will launch the course content. (To view later, simply log in to Employee Self Service using these instructions and select the “Start Now” link at the right of the course title in your “My Training Activities” screen.)