



Traveler Guide

NAVIGATION

Logon to STMS

1. Go to the STMS website:
<http://dms.myflorida.com/STMS>
2. Enter your *Username*
3. Enter your *Password*
4. Click the *Login* button

Your Home Screen

1. To view one of your trip forms, click the link the *Form ID* column.
2. To create a new trip form, click the *New* button.
3. The *Status* column provides you with a way to quickly and easily find out the status of your trip forms.

Logoff

1. To log out of STMS, click on your user profile image at the top right of your screen and

CREATING A TRAVEL FORM

1. Click the *New* button in the *My Trip Forms* section of your Home screen.
2. From the pop-up window, select the type of form you would like to create.
3. Fill out the *Form Details* section of your new trip form.
4. Fill out the *Trip Details* section of your new trip form.
5. Click the *Save* button at the top or bottom of your screen.

ENTERING EXPENSE LINE ITEMS

1. To create a new expense line item, click the *Expense Line Items* tab on your trip form screen.
2. Click the *New* button.
3. **IMPORTANT:** Always select the *Record Type ID* first.
4. **NOTE:** The fields on your screen will change to align with the type of expense (Record Type ID) you have chosen.
5. Fill out all required and relevant fields on the screen.
6. Click the *Save* button.

ADDING ATTACHMENTS

1. To add a new attachment, click the *Attachments* tab on your trip form screen.
2. Click the *New* button.
3. Select the attachment type from the *Attachment Type* drop down.
4. Click the *Save* button.
5. Click on the *Files* tab in the *Attachment Detail* screen.
6. Click the *Upload* button.
7. Select the file(s) you wish to upload (Holding down the CTRL key will allow you to select multiple files).
8. In the *Upload to...* pop-up window, click the *Close* button.

VALIDATING AND SUBMITTING FORMS

1. Once you have entered your expense line items and added attachments, click the *Validate* button. The system will check the form for errors.
2. In the *Approval History*, click the checkbox for the attestation statement (I hereby certify or affirm...)
3. Click the *Submit for Approval* button.

Did you know...?

The Preparer role was created for agency staff who prepare trip forms on behalf of another traveler.



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CREATING A REIMBURSEMENT OR ADVANCE FROM AN AUTHORIZATION

1. From *My Trip Forms* on the *Home* screen, click the trip form link in the *Form ID* column.
2. On the *Trip Forms Detail* screen, click the *Trip Forms* tab.
3. Click the *New Advance* or *New Reimbursement* button.
4. Fill out the form by following the same steps you would for the *Authorization* form (Enter trip details, create expense line items, add attachments and submit for approval).

CHECKING STATUS OF TRIP FORM

Home Screen

1. Navigate to your *Home* screen. In the *My Trip Forms* section of your screen, the status of your trip forms is displayed in the *Status* column.

Trip Form Detail Screen

1. From the *My Trip Forms* section on your *Home* screen, click the link for the trip form.
2. The *Status* field for your trip form is displayed at the top of the right column in the *Form Details* section.

Did you know...?

All required fields in STMS are noted in RED. You must complete them before you can save your form.

APPROVAL HISTORY

1. From the *My Trip Forms* section on your *Home* screen, click the link for the trip form.
2. The *Approval History* is displayed at the top of the *Trip Form Details* screen.

Did you know...?

The Approval History section displays a historical record if all actions taken on this form.

For additional resources, please visit

<https://www.dms.myflorida.com/STMS>.