



TEMS – Travel Expense Management System

Approvers User's Guide

October 2014

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Welcome to the Travel Expense Management System (TEMS)

Welcome to the *TEMS Approvers User's Guide*. This guide is designed to provide you with the information needed to successfully approve TEMS travel authorization reports and expense reports.

TEMS Features and Benefits

The Travel and Expense Management System (TEMS) is an online expense authorization and reimbursement module that is part of the Banner enterprise system; it is designed specifically for processing travel. Travel requests and approvals are routed electronically using Workflow, an application that generates email notifications prompting users for actions. In this paper-free environment the status of each travel document is tracked throughout the process. Transactions (encumbrances, cash advances and expenses) automatically post in Banner Finance after review and approval by the EWU Travel Accounting Office

Benefits of TEMS include:

- Improved self-service capability through a web-based, electronic process.
- Real-time access to the status of travel request authorizations and travel expense reimbursements.
- TEMS automatically provides per diem rates for lodging and meals.
- TEMS automatically encumbers budget.
- Reduced processing time for travel authorization and travel expense reimbursements.
- Electronic approval queue that allows supervisors and budget authorities the ability to review and approve authorizations, advances and travel expense reports online.
- Less paperwork supports improved sustainability practices and a "greener" footprint.

TEMS User Roles

- **Traveler:** The person traveling on university business.
- **Delegate:** A delegate is typically the department travel coordinator/preparer (who might also be the P-card and/or CTA cardholder). The delegate acts on behalf of the traveler(s) to facilitate travel authorization and expense processing. A delegate can be assigned to multiple travelers. Also, a traveler can have more than one delegate.
- **Approver:** The approver is the person(s) approving university business travel. Approvers typically include the traveler's supervisor and budget authority. There can be multiple approvers depending on funding source(s), procurement methods, destination, and other departmental needs. Approval notifications are sent via email prompting action in Workflow. Approvals routing is further described later in this document.

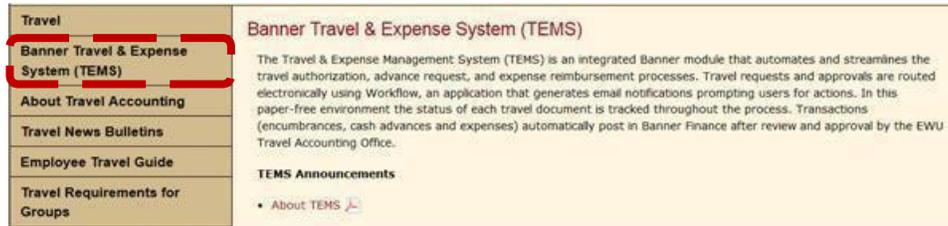
Travel Policy and Guidance

All EWU travelers must abide by state law and EWU travel policy when traveling on EWU business. Specifically, the Washington State Administrative & Accounting Manual (SAAM) and the TEMS EWU Employee Travel Guide are the governing policies for university employee and student travel. Travelers should also be aware of and use the resources available on the EWU Travel website. Travelers have the primary responsibility to ensure compliance with travel policy. However, supervisors and travel accounting play a role in monitoring for compliance as well.

For Washington State Travel policy visit: <http://www.ofm.wa.gov/policy/10.htm> and <http://access.wa.gov/topics/government/stateemployees/travel.html>

For travel policies, procedures, and resources, visit the EWU Travel Accounting site:

<https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/> Use the links in the left-hand navigation column to navigate the site:



Access Request

To obtain TEMS access, training is required. Training is based on your TEMS role:

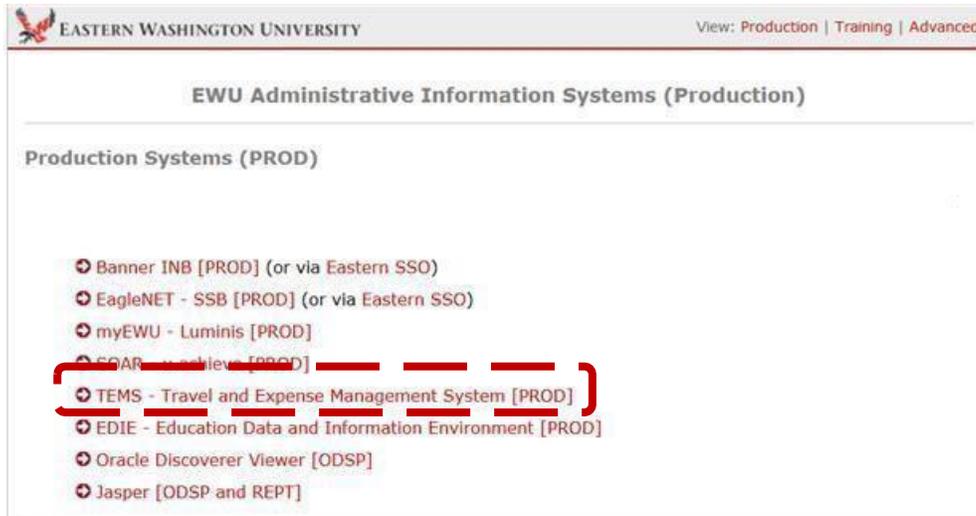
- **Traveler:**
 - **No Delegate** – If you travel on university business and prepare your own travel documents, TEMS classroom training is required to obtain TEMS access.
 - **Traveler with Delegate** – If a delegate prepares your travel documents, you may attend the TEMS classroom training or take the online training.
- **Delegate:**

Delegates must attend TEMS classroom training to obtain TEMS access.
- **Approver:**
 - Attend TEMS classroom training.
 - Take the online training.

Visit the Training scheduler to enroll in training: <https://web.ewu.edu/trainsched/>

Logging into TEMS

1. To log into TEMS, access the Banner Secure Links page: <http://web.ewu.edu/banner/secure/links/>
 - If accessing TEMS from off site location, access the Banner Travel and Expense System web page (<https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/tems-banner-travel-expense-system/>) and select the TEMS logon link.
2. Click the TEMS - **Travel and Expense Management System** link:



3. If you are not already logged in, enter your EWU NetID and password. Click **Login**.

Enter your NetID and Password

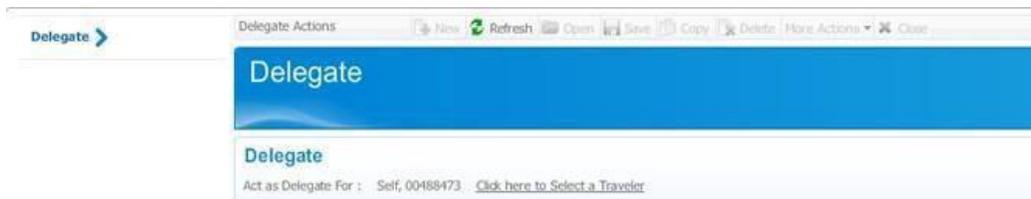
NetID:

Password:

LOGIN clear

[Need your NetID or password?](#)

4. The TEMS **Expense Manager** or **Delegate** screen displays (depending on role assignments):



TEMS Travel Process

Authorization Report (TA) - Each individual expense (such as hotel, meals, airfare, mileage, etc.) can be added as separate line items. Expenses paid or to be paid by the institution are also recorded in the authorization report but are not reimbursable to the traveler.

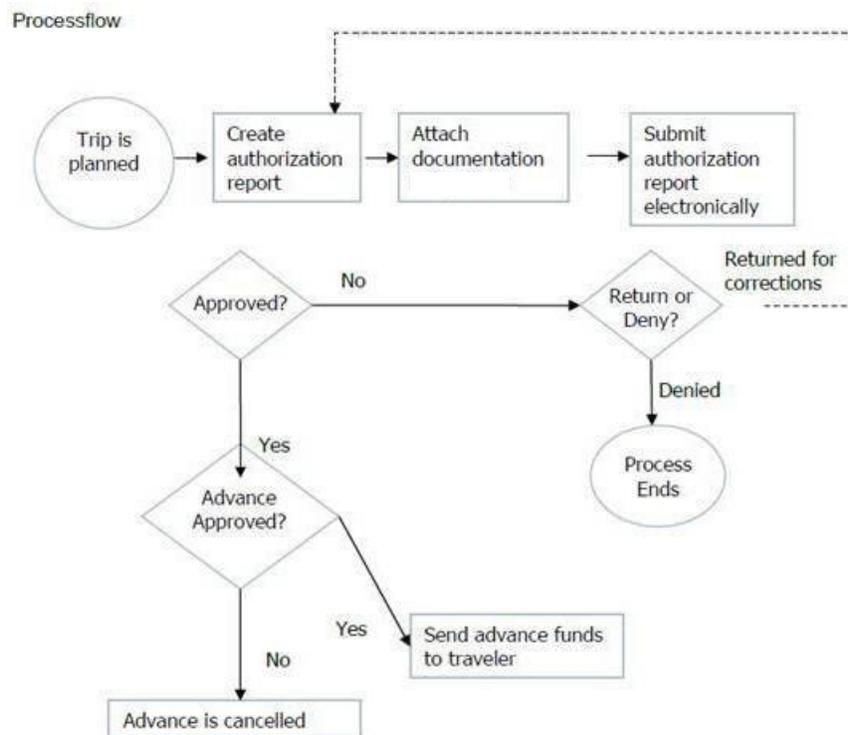
Travel Expense Report (TR) - The travel expense report is created in Banner Travel and Expense Management. Each individual expense (such as hotel, meals, airfare, mileage, etc.) can be added as separate line items. Documents (such as receipts) can be scanned into any folder accessible to the computer used by the user. The scanned documents can then be attached to the expense report if. Expenses paid by the institution are also recorded in the expense report but are not reimbursable to the traveler.

Approval Routing in TEMS - Specific instructions for required approvals routing are described in the *EWU Employee Travel Guide*, which provides specific procedures for traveling on university business.

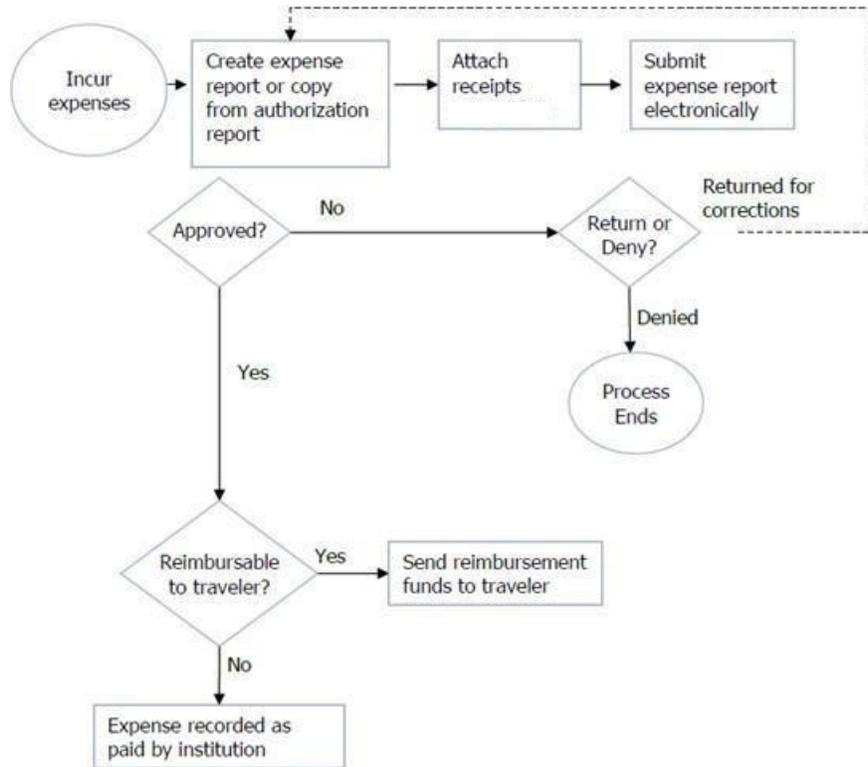
Important Note: Advance checks are no longer sent to Student Financial Services for pick-up. Payments are issued via direct deposit (if direct deposit has been set up prior), or mailed to the traveler. Refer to the *Travel Advance and Travel Reimbursement Check Distribution* section in this Guide for more information.

Prior to Travel:

The following diagrams provide a general overview of electronic routing for a Travel Authorization and an Expense Report using TEMS. Specific instructions for required approvals routing are described in the *EWU Employee Travel Guide*, which provides specific procedures for traveling on university business.



After Travel has Occurred:



Profile: Address, Email, Approver, Funding Default, and Delegates

Prior to processing travel, you must update your Profile to ensure the correct routing and processing of your travel approvals and reimbursements. You will confirm your payment address for reimbursements, confirm your email address for Workflow routing, add your supervisor as approver, add your funding default (consult your supervisor for default budget index), and add one or more delegates that will process your travel.

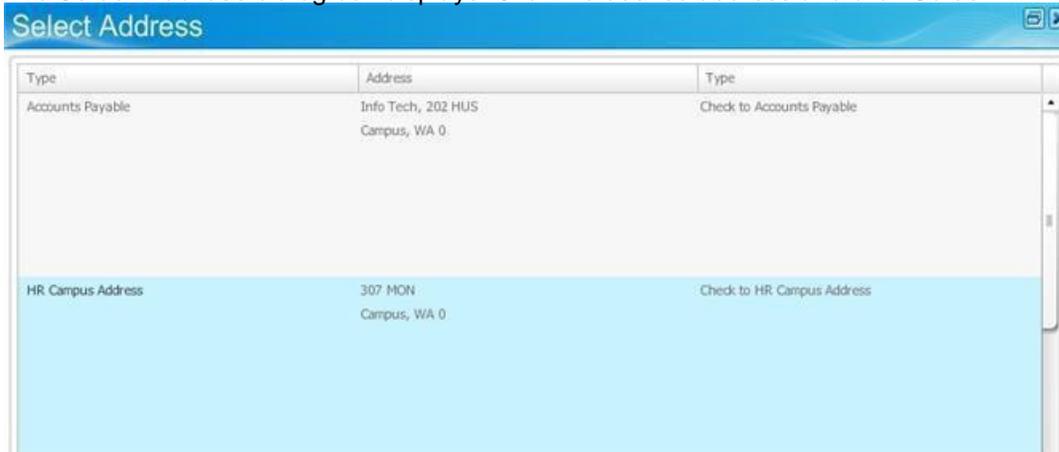
➤ **Address** – Verify the address to confirm when advance and reimbursement checks (if applicable) will be mailed.

1. To confirm the mailing address, click the **Profile** tab: [Profile](#). The mailing address displays in the **Address or Direct Deposit** field.



2. To change the address, click the edit icon: 

3. The **Select Address** dialog box displays. Click the desired address and click **Select**: 



4. If you cannot find the correct address, contact Travel Accounting.

➤ **Email** – Your email address must be your EWU email address and should be in the following format: JSmith@EWU.EDU. If your email does not follow this format please contact Travel Accounting.

1. To change your email address in TEMS, click the edit icon: 
2. Highlight the correct email address and click “Select”

➤ **Approver** – You must setup your approver when you obtain access to TEMS.

1. To add your approver, click the **Profile** tab.
2. Click on the edit icon: 
3. The **Select Approver** dialog box displays. Enter the applicable supervisor last name in the **Name** field and click the blue arrow:



4. Based on the search entered, the name displays. Click the name and **Select**:

Last Name	First Name	Banner ID
Davenport	Timothy	00175213

- **Funding Default** – The funding default is the default index travel will be charged to. Index codes may be changed as well as the percentage each index is charged. **Note:** All travel will be applied to the what is entered in funding default, however funding may be changed for individual travel authorization reports and travel expense reports.

1. To confirm the index code, click the **Profile** tab: [Profile](#) . The index displays in the **Funding Default** field:

Funding Default								
100%	Chart	Index	Fund	Organization	Program	Activity	Location	
	E	200344	135183	43100	50082			

2. To change the index (or setup for the first time), click the edit icon:

3. The **Funding Default** dialog box displays. Enter the funding **Percent**, **Chart** and **Index** and click **Add**:

Funding Default

Add Funding

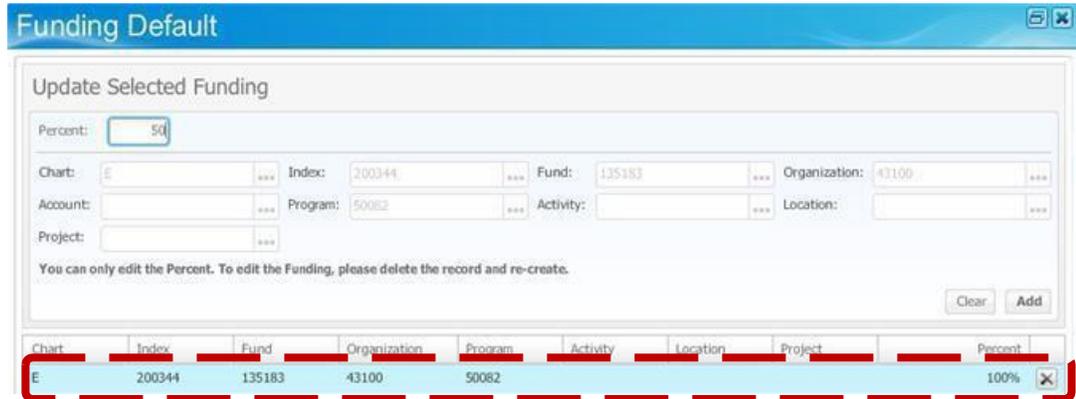
Percent:

Chart: *** Index: *** Fund: *** Organization: ***

Account: *** Program: *** Activity: *** Location: ***

Project: ***

- The added index displays. If applicable delete the original index: , or select the original index to adjust the percentage.



- Click **Save**. **Note:** Multiple indexes and percentages may be added or changed.

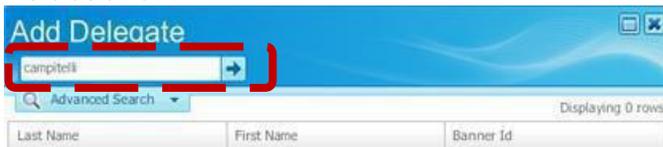


- **Delegate** – To have a delegate create travel documents on your behalf, you must first select the person that will act as your delegate.

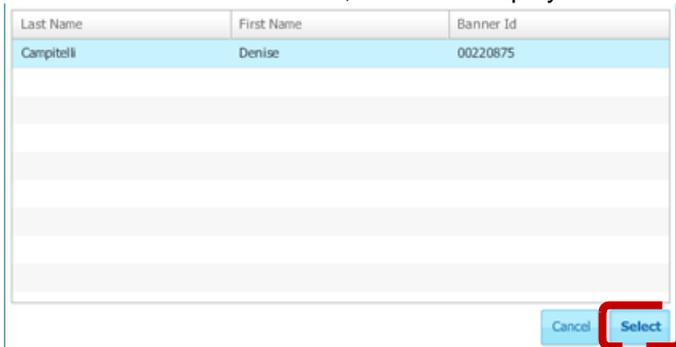
- To enter a delegate, click the **Profile** tab: [Profile](#).
- Select **Assign Delegate** from the left-hand column: 

- The **Delegate List** displays. Click **Add Delegate** in the bottom right corner: 

- The **Add Delegate** dialog box displays. Enter the applicable delegate last name in the **Name** field and click the blue arrow:



- Based on the search entered, the name displays. Click the name and **Select**:



Travel Authorization (TA) Approval

Prior to travel, a travel authorization (TA) is created. The TA includes all necessary information for a reviewer to know where, when and why the trip is requested to take place. The TA also provides an estimate of what a trip will cost and how it will be funded.

How Do I Know a Travel Authorization Is Ready for Review?

After the traveler or a delegate completes a travel authorization, the traveler submits it for review. The travel authorization will automatically forward through Workflow to the traveler's immediate supervisor for review. After the initial review, the supervisor has an option to forward the travel authorization for additional review or submit to Travel Accounting for review and processing. If you are the immediate supervisor or a reviewer forwards the travel authorization to you for review, you will receive an email asking you to review the travel authorization. Follow these instructions on how to access and review the travel authorization.

Travel Authorization (TA) Approval – Without Travel Advances

The following provides instructions on approving travel authorizations without travel advances. Approval notifications are sent to the approver identified on the traveler's profile.

1. When travel has been submitted for approval an email notification is automatically generated.
 - You can also login to workflow directly through the EWU Travel Website, using your EWU single-sign on user ID and password.

Travel & Expense Document Approval Requested by Timothy Davenport for TA000217

Travel_Workflow_Do_Not_Reply@ewu.edu

Sent: Mon 6/2/2014 3:19 PM

To: Fournier, Patrice

Dear Patrice Fournier,

You are listed as the approver for the following Travel and Expense Authorization Report for Timothy Davenport. Please log into [Workflow](#) to view and approve.

Document Purpose: Conference/Training
Document Description: Training in Olympia
Reimbursement Amount: 306.56 USD

Document Code: TA000217
Entered by: Timothy Davenport
Document Comments: None

The following comments were entered by Previous Approver(s):
N/A

If you require assistance, please contact Travel Accounting phone number 509-359-2249.

2. Click the **Workflow** link in the body of the email to access Banner Workflow.
3. The **Travel and Expense Approval** page in workflow displays:

Your approval is being requested for the following Travel & Expense Authorization Report.

Traveler:	Timothy Davenport
Affiliation:	Employee
Entered by:	Timothy Davenport
Relocation:	No
Report Type:	In-State
Document Code:	TA000217
Report Date:	02-JUN-2014
Document Purpose:	Conference/Training
Document Description:	Training in Olympia
Document Comments:	None
Expense Amount:	83.56 USD
Per Diem Amount:	223.00 USD
Reimbursable Amount:	306.56 USD
Non-Reimbursable Amount:	300.00 USD
Total Amount:	606.56 USD
Budget Available for Reimbursable Expenses:	No
Previous Approver Comments:	N/A

Please select an approval status and enter any appropriate comments.

If the document is grant funded please add grants as an additional approval.

* Approval Status

- Approve & Add Approver (Enter the approver's EWU email address in the Additional Approver field below.)
- Deny (You must enter a comment below when this option is selected.)
- Return for Correction (Describe required corrections in the comment section below when this option is selected.)
- Final Approval (Send to Travel Accounting)

Approver Comments:

Additional Approver:

NOTE: The additional approver MUST be the approver's EWU email address.

Use the [Travel & Expense Page](#) to review more detail of the expense.

The following is for Administration use ONLY

Circulation:	268
Node:	10

4. Click the **Travel and Expense Page** link to access TEMS and review travel details including itinerary and budget information.
 - Click the page numbers or forward arrow at the bottom of the screen to view the preview report.
 - The preview report includes general information, traveler reimbursable details (itinerary including per diem amounts), accounting details (budget information), and non-reimbursable amounts (departmentpaid).

5. After viewing the preview report, close the browser tab to return to workflow.

6. Click the applicable **Approval Status** radio button:

- **Approve & Add Approver** – Use to forward to an additional approver. If travel is grant funded, it must be approved by the Office of Grant & Research Development. Enter the email address of the additional approver in the **Additional Approver** field:

Note: Refer to the EWU *Employee Travel Guide* for further approving guidelines (you will route the approved TA to your **CTA holder to ensure department-paid travel expenses are paid** before travel occurs).

- **Deny** – Deny returns the authorization without approval. A denial reason must be entered in the **Approver**

Approver Comments:

There is not sufficient budget at this time to fund this travel.

Comments field:

- **Return for Correction** – Returns the authorization to the traveler or delegate for correction. Comments must be entered in the **Approver Comments** field. Enter the correction instructions:

Approver Comments:

Please split the expense 50/50 between index 10XXXX and index 20XXXX and resubmit for approval.

- **Final Approval** – Approves the authorization and submits it via Workflow to the Travel Accounting office for final review and approval. Travel Accounting has the ability to cancel the travel authorization or deny a travel advance request (for example if a corporate credit card holder requests an advance).

* Approval Status

- Approve & Add Approver (Enter the approver's EWU email address in the Additional Approver field below.)
- Deny (You must enter a comment below when this option is selected.)
- Return for Correction (Describe required corrections in the comment section below when this option is selected.)
- Final Approval (Send to Travel Accounting)

Approver Comments:

Additional Approver:

NOTE: The additional approver MUST be the approver's EWU email address.

Use the [Travel & Expense Page](#) to review more detail of the expense.

The following is for Administration use ONLY

Circulation: 268
Node: 10

Complete Save & Close Cancel

7. Click **Complete** to process.

Note:

- Do not click **Save and Close**. The authorization will not be processed.
- Travel Accounting reviews and approves all travel authorizations.

Travel Authorization Approval – With Travel Advance Requests

The following provides instructions on approving travel authorizations with travel advance requests. Approval notifications are sent to the approver identified on the traveler's profile.

The following steps must be taken by the traveler before the approver can approve the travel authorization approval.

Traveler:

1. When travel has requested an advance a email notification is automatically generated to the traveler:

Dear Patrice Fournier,

You have requested an advance and must confirm that you understand and consent to the EWU advance recovery policy and practices. Please log into [Workflow](#) to view the notification and continue the process.

- Travel Advance Amount: 71.00 USD
- Travel Advance Document: TV000120

If you require assistance, please contact Travel Accounting phone number 509-359-2249.

Requests for travel advances should be submitted at least **ten business days** before your trip to obtain an advance prior to departure. **ACH direct deposit** will expedite payments; the sign up form is available from the EWU Accounts Payable website:

<http://access.ewu.edu/accounts-payable/ap-forms>

For **frequent travelers**, consider applying for the EWU corporate credit card in place of cash advances. To request an application, contact EWU Travel Accounting (509-359-2249) or visit our website.

Upon completion of your trip, return any unexpended portion of the travel advance to the EWU Cashier's Office in 202 Sutton Hall. The Cashier should reference your TA number generated by Banner TEMS (online travel system). Obtain a receipt, then scan and attach it to your Expense Report within Banner TEMS prior to submission.

2. Click the **Workflow** link in the body of the email to access Banner Workflow.

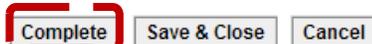
3. The **Cash Advance Notice and Acknowledgement** page in workflow displays. Click **Complete**.

Cash Advance Notice and Acknowledgement:

Upon completion of your trip, return any unexpended portion your travel advance to the EWU Cashier's Office in 202 Sutton Hall. The Cashier should reference your TA number generated by Banner TEMS (online travel system). Obtain a receipt, then scan and attach it to your Expense Report within Banner TEMS prior to submission.

In the event of failure to complete a travel expense report or otherwise account for this advance BY THE 10TH DAY OF THE FOLLOWING MONTH, I ACKNOWLEDGE THAT EWU WILL WITHHOLD FROM MY PAYROLL CHECK the portion in default and understand that the unsubstantiated portion of the cash advance will be treated as taxable income and is subject to applicable federal taxes. This cash advance is subject to state travel policy set forth in SAAM 10.80.60 and 10.80.70.

Click Complete to Agree



Approver:

1. After the traveler has completed the **Cash Advance Notice and Acknowledgement** the approver receives the approval notification email. Click the **Workflow** link to access workflow.

Dear Patrice Fournier,

You are listed as the approver for the following Travel and Expense Authorization Report and Advance Report for Patrice Fournier. Please log into [Workflow](#) to view and approve.

Purpose: Conference/Training
Description: Boston ASTD training conference 6/13/14 - 6/17/14.
Reimbursement Amount: 71.00 USD

Document Code: TA000241
Entered by: Patrice Fournier
Comments: None

Advance
Document Code: TV000120
Description: For ASTD conference
Comments: None

Requested Amount: 71.00 USD
Payment Due Date: 11-JUN-2014

The following comments were entered by the Previous Approver(s):
N/A

If you require assistance, please contact Travel Accounting phone number 509-359-2249.

5. The **Travel and Expense Approval** page in workflow displays:

Your approval is being requested for the following Travel & Expense Authorization and Advance Reports.

Traveler: Patrice Fournier
Affiliation: Employee
Entered by: Patrice Fournier
Report Type: Out-of-State
Document Code: TA000241
Report Date: 11-JUN-2014
Purpose: Conference/Training
Description: Boston ASTD training conference 6/13/14 - 6/17/14.
Comments: None
Expense Amount: 0.00 USD
Per Diem Amount: 71.00 USD
Reimbursable Amount: 71.00 USD
Non-Reimbursable Amount: 568.00 USD
Total Amount: 639.00 USD
Budget Available for Reimbursable Expenses: No

Advance

Document Code: TV000120
Description: For ASTD conference
Comments: None
Payment Due Date: 11-JUN-2014
Requested Amount: 71.00 USD
Previous Approver Comments: N/A

Please select an approval status and enter any appropriate comments.

If the document is grant funded please add grants as an additional approval.

* Approval Status

- Approve & Add Approver (Enter the approver's EWU email address in the Additional Approver field below.)
- Deny (You must enter a comment below when this option is selected.)
- Return Authorization for Correction (Traveler will have to resubmit Advance request. Describe required corrections in the comment section below when this option is selected.)
- Final Approval for Authorization and Deny Advance (Send to Travel Accounting)
- Final Approval (Send to Travel Accounting)

Approver Comments:

Additional Approver:

NOTE: The additional approver MUST be the approver's EWU email address.

Use the [Travel & Expense Page](#) to review more detail of the expense.

The following is for Administration use ONLY

Circulation: 301
Node: 10

6. Click the **Travel and Expense Page** link to access TEMS and review travel details including itinerary and budget information.
 - Click the page numbers or forward arrow at the bottom of the screen to view the preview report.
 - The preview report includes general information, traveler reimbursable details (itinerary including per diem amounts), accounting details (budget information), and non-reimbursable amounts (department paid).

Boston 6/13/14 (TA000241 - Submitted)

Patrice Fournier (ID: 00488473)

General Information

Report Type: Out-of-State	Report Date: Jun 11, 2014	Pay Amount: 71.00 USD
Purpose: Conference/Training	Relocation: No	Affiliation: Employee
Description: Boston ASTD training conference 6/13/14 - 6/17/14.		

User Activity History

Initiated By: Patrice Fournier (ID:00488473)
 Sent to traveler by:
 Submitted by: Patrice Fournier (ID:00488473)

Advances

Report ID	Status	Status Date	Requested Amount
TV000120	Submitted	Jun 11, 2014	71.00

E-Mail Address
pfournier@ewu.edu

Itinerary
From: Jun 11, 2014 12:00 AM Cheney To: Jun 11, 2014 11:59 PM Boston

Attachments

Comments



- After viewing the preview report, close the browser tab to return to workflow.
- Click the applicable **Approval Status** radio button:

- **Approve & Add Approver** – Use to forward to an additional approver. If travel is grant funded, it must be approved by the Office of Grant & Research Development. Enter the email address of the additional approver in the **Additional Approver** field:

Note: Refer to the EWU *Employee Travel Guide* for further approving guidelines (you will route the approved TA to your **CTA holder to ensure department-paid travel expenses are paid** before travel occurs).

- **Deny** – Deny returns the authorization without approval. A denial reason must be entered in the **Approver Comments** field:

Approver Comments:

There is not sufficient budget at this time to fund this travel.

Comments field:

- **Return for Correction** – Returns the authorization to the traveler or delegate for correction. Comments must be entered in the **Approver Comments** field. Enter the correction instructions:

Approver Comments:

Please split the expense 50/50 between index 10XXXX and index 20XXXX and resubmit for approval.

- **Final Approval for Authorization and Deny Advance** – Approves the authorization but denies the advance and submits it via Workflow to the Travel Accounting office for final review and approval. Travel Accounting

has the ability to cancel the travel authorization or deny a travel advance request (for example if a corporate credit card holder requests an advance).

- **Final Approval** – Approves the authorization and submits it via Workflow to the Travel Accounting office for final review and approval. Travel Accounting has the ability to cancel the travel authorization or deny a travel advance request (for example if a corporate credit card holder requests an advance).

The screenshot displays the 'Approval Status' dropdown menu with the following options:

- Approve & Add Approver (Enter the approver's EWU email address in the Additional Approver field below.)
- Deny (You must enter a comment below when this option is selected.)
- Return Authorization for Correction (Traveler will have to resubmit Advance request. Describe required corrections in the comment section below when this option is selected.)
- Final Approval for Authorization and Deny Advance (Send to Travel Accounting)
- Final Approval (Send to Travel Accounting)

Below the dropdown menu, there is an 'Approver Comments' text area, an 'Additional Approver' input field, and a 'NOTE: The additional approver MUST be the approver's EWU email address.' Below that, there is a link to 'Use the Travel & Expense Page to review more detail of the expense.' and a section for 'Administration use ONLY' with 'Circulation: 301' and 'Node: 10'. At the bottom, there are three buttons: 'Complete', 'Save & Close', and 'Cancel'. The 'Complete' button is highlighted with a red dashed box.

9. Click **Complete** to process.

Note:

- Do not click **Save and Close**. The authorization will *not* be processed.
- If an advance has been requested the advance will be issued within 30 days of travel once the authorization has been approved by Travel Accounting. Refer to the *Travel Advance and Travel Reimbursement Check Distribution* section in this guide for information on advance distributions.
- Travel Accounting reviews and approves all travel authorizations.

Travel Expense Reimbursement (TR) Approval

The following provides instructions on approving travel expense reports (TRs) once travel is complete. Reviewing travel reimbursement reports is similar to reviewing travel authorization reports. The difference is that travel authorizations have already been approved when you review a travel reimbursement so, there is no need to route a travel reimbursement through approval chains unless the Traveler did not complete a TA for this trip. Approval notifications are sent to the approver identified on the traveler's profile.

How Do I Know a Travel Expense Report Is Ready for Review?

After the traveler or a delegate completes a travel expense report, the traveler submits it for review. The travel expense report will automatically forward through Workflow to the traveler's immediate supervisor for review. After the initial review, the supervisor has an option to forward the travel expense report for additional review or submit to Travel Accounting for review and processing. If you are the immediate supervisor or a reviewer forwards the travel expense report to you for review, you will receive an email asking you to review the travel expense report. Follow these instructions on how to access and review the TR.

1. When travel expense has been submitted for approval an email notification is automatically generated:

Dear Patrice Fournier,

You are listed as the approver for the following Travel and Expense Reimbursement Report for Patrice Fournier. Please log into [Workflow](#) to view and approve.

Document Purpose: Conference/Training
Document Description: None
Expense Reimbursable Amount: 554.00 USD

Document Code: TR000126
Entered by: Patrice Fournier
Document Comments: None
Cleared Advance Amount: 0.00 USD
Pay Amount: 554.00 USD
Pay By: Check/Direct Deposit

The following comments were entered by Previous Approver(s):
N/A

If you require assistance, please contact Travel Accounting phone number 509-359-2249.

2. Click the **Workflow** link in the body of the email to access Banner Workflow.
3. The **Travel and Expense Approval** page in workflow displays:

Your approval is being requested for the following Travel & Expense Reimbursement Report.

Warning: Overdue advances exist for this traveler for the following authorization(s): TA000035 569.04

Traveler:	Patrice Fournier
Affiliation:	Employee
Entered by:	Patrice Fournier
Relocation:	No
Report Type:	Out-of-State
Document Code:	TR000126
Report Date:	06-JUN-2014
Document Purpose:	Conference/Training
Document Description:	None
Document Comments:	None
Expense Amount:	48.00 USD
Per Diem Amount:	506.00 USD
Reimbursable Amount:	554.00 USD
Non-Reimbursable Amount:	0.00 USD
Total Amount:	554.00 USD
Budget Available for Reimbursable Expenses:	Yes
Cleared Advance Amount:	0.00 USD
Pay Amount:	554.00 USD
Pay By:	Check/Direct Deposit
Previous Approver Comments:	N/A

Please select an approval status and enter any appropriate comments.

If the document is grant funded please add grants as an additional approval.

Approval Status

- Approve & Add Approver (Enter the approver's EWU email address in the Additional Approver field below.)
- Deny (You must enter a comment below when this option is selected.)
- Return for Correction (Describe required corrections in the comment section below when this option is selected.)
- Final Approval (Send to Travel Accounting)

Approver Comments:

Additional Approver:

NOTE: The additional approver MUST be the approver's EWU email address.

Use the [Travel & Expense Page](#) to review more detail of the expense.

The following is for Administration use ONLY

Circulation:	284
Node:	10

4. Click the **Travel and Expense Page** link to access TEMS and review travel details including itinerary and budget information.
- Click the page numbers or forward arrow at the bottom of the screen to view the preview report.
 - The preview report includes general information, traveler reimbursable details (itinerary including per diem amounts), accounting details (budget information), and non-reimbursable amounts (departmentpaid).

ASTD - DC (TR000126 - Submitted)

Patrice Fournier (ID: 00488473)

General Information

Report Type: Out-of-State	Report Date: Jun 06, 2014	Pay Amount: 554.00 USD
Purpose: Conference/Training	Relocation: No	Affiliation: Employee
Description:		

User Activity History

Initiated by: Patrice Fournier (ID:00488473)
 Sent to traveler by:
 Submitted by: Patrice Fournier (ID:00488473)

Remittance Address

HR Campus Address: 307 MCN
 Campus, WA 0
 Pay Source: Check to HR Campus Address

E-Mail Address

pfournier@ewu.edu

Itinerary

From: May 04, 2014 6:30 AM Cheney To: May 06, 2014 10:30 PM Washington

Attachments

Comments



5. After viewing the preview report, close the browser tab to return to workflow.
6. Click the applicable **Approval Status** radio button:
 - **Approve & Add Approver** – Use to forward to an additional approver. If travel is grant funded, it must be approved by the Office of Grant & Research Development. Enter the email address of the additional approver in the **Additional Approver** field:

Note: Refer to the *EWU Employee Travel Guide* for additional approving guidelines.

- **Deny** – Deny returns the authorization without approval. A denial reason must be entered in the **Approver**

Comments field:

- **Return for Correction** – Returns the authorization to the traveler or delegate for correction. Comments must be entered in the **Approver Comments** field. Enter the correction instructions:

- **Final Approval** – Approves the expense reimbursement and submits it via Workflow to the Travel Accounting office for final review and approval.

* Approval Status

- Approve & Add Approver (Enter the approver's EWU email address in the Additional Approver field below.)
- Deny (You must enter a comment below when this option is selected.)
- Return for Correction (Describe required corrections in the comment section below when this option is selected.)
- Final Approval (Send to Travel Accounting)

Approver Comments:

Additional Approver:

NOTE: The additional approver MUST be the approver's EWU email address.

Use the [Travel & Expense Page](#) to review more detail of the expense.

The following is for Administration use ONLY

Circulation: 268
Node: 10

Complete Save & Close Cancel

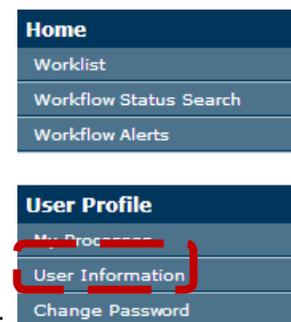
7. Click **Complete** to process.

Note: Do not click **Save and Close**. The expense reimbursement will *not* be processed.

Workflow Proxies

Travel approvers may select proxies to approve travel authorizations and expenses in their absence. To access Workflow directly, access the Banner Travel & Expense System web site (<https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/tems-banner-travel-expense-system/>). Select the TEMS Workflow link to access Workflow.

Note: Proxy approvers do not receive workflow email notifications of documents pending approval.



1. From the TEMS Workflow site, select **User Information** in the left-hand column:
2. The **User Information** screen displays. Click **Add Proxy**

User Information Logoff Help

Logon ID: pfournier
Last Name: Fournier
First Name: Patrice
Middle Name:
Email: pfournier@ewu.edu
Effective From: 14-Mar-2014 10:00:26 AM
Effective To:

[Notifications](#)
[Launching](#)

My Roles

Organization	Role Name	Effective From	Effective To	Type	Assi
Root	Travel Approver	17-Mar-2014 08:48:29 AM		Primary	Add Proxy
Root	Traveler	02-Jun-2014 11:49:52 AM		Primary	Add Proxy

My Proxies

No proxy assignments found.

I am Proxy For

No proxied users found.

Change Password

Changing password has been disabled in Workflow. Changes must be done on your external authentication server.

3. Select the desired proxy from the **User** drop-down list:
4. Enter effective from and to dates.
5. Select both the **Confidential** and **Non-Confidential** check boxes.

Organization - RoleName: Root - Travel Approver

User:

Effective From:

Effective To:

Confidential:

Non-Confidential:

6. Click **Save**.