



TEMS – Travel Expense Management System Traveler Review User's Guide

November 2014

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Welcome to the Travel Expense Management System (TEMS)

Welcome to the *TEMS Traveler Review User's Guide*. This guide pertains to travelers that use a delegate to prepare their travel documents in TEMS. This guide is designed to provide you with the information needed to successfully review TEMS travel authorization reports and expense reports entered on the traveler's behalf. This guide provides information on:

- When travel has been entered in TEMS by a delegate (such as the department travel coordinator), the traveler must review the travel in TEMS. The traveler is then responsible for requesting an advance (if applicable) and submitting the travel authorization for approval.
- Once travel is completed, the delegate submits an expense report. The expense report is reviewed by the traveler and submitted for approval.

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 documents 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.

Traveler Role

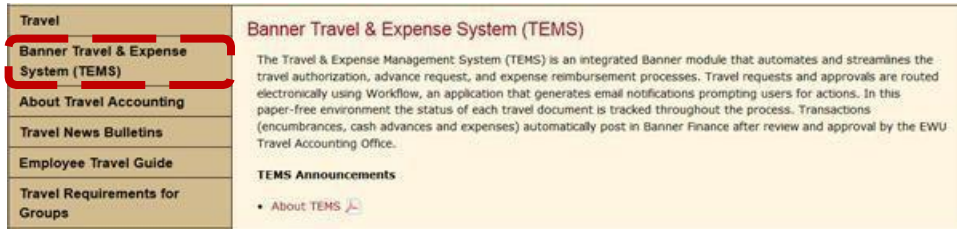
- Review Delegate-prepared travel documents to ensure accuracy and completeness.
- Submit Delegate-prepared travel documents for review.
- Collect all expense, agenda and itinerary documents and provide to the Delegate for reporting.
- Work with Delegate to keep all TEMS information up-to-date.

Your Delegate's Role

- Create the Travel Authorization (TA) document in TEMS. This includes developing estimates for travel expenses for the trip.
- Submit the TA to the traveler (you) for review and submittal.
- Procure necessary transportation and lodging. (Airline, rental car, hotel, etc.) This step will be completed by a departmental CTA or P-card holder.
- Create the Travel Expense Report (TR) after travel is completed and submit to traveler (you) for review and submittal. The delegate will ensure that all expenses are supported with receipts attached.
- The Delegate will assist travelers and approvers with TEMS questions and setup.

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. 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 through



Access Request

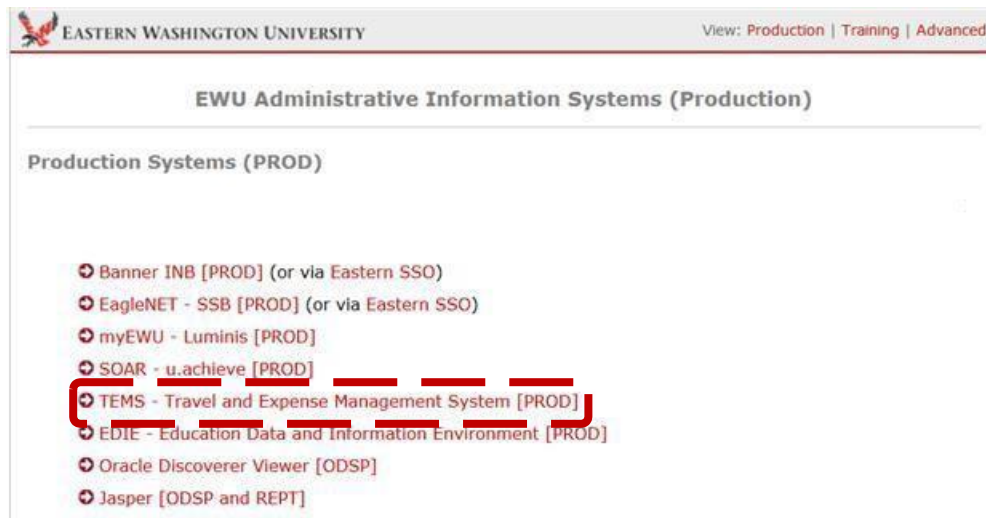
To obtain TEMS access, training is required. Training is based on your TEMS role:

- **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 login link.



- Click the **Eastern SSO** portion of the **Travel and Expense Management System** link:
- 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?

- The TEMS screen displays. Select the **Profile** tab to update your profile:

Expense Management **Profile**

Outstanding Advances

Authorization Reports >

Expense Reports

Authorization Report Actions: [New](#) [Refresh](#) [Open](#) [Save](#) [Copy](#)

Authorization Report List for Traveler

Search by Report Name

[Advanced Search](#)

Report Name	Report ID	Report Date
-------------	-----------	-------------

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.

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

Address or Direct Deposit

HR Campus Address: 307 HCN
Campus: WA 0

Pay Source: [Check to HR Campus Address](#)

- To change the address, click the edit icon: 

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

Type	Address	Type
Accounts Payable	Info Tech, 202 HUS Campus, WA 0	Check to Accounts Payable
HR Campus Address	307 MON Campus, WA 0	Check to HR Campus Address

4. If you cannot find the correct address, work with your Delegate to get the correct address added. Also, refer to the *TEMS User Guide*, Travel Advance and Reibursement Check Distribution section.

- **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 gain 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:

Last Name	First Name	Banner ID
Displaying 0 rows.		

4. Based on the search entered, a list of names displays. Make sure to select the correct one, you may need to confirm, using the Banner ID. Click the name then click **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 expense reports.

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

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

2. To change the index, 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: ***

Clear Add

4. If a funding default already exists, you can edit it or delete it. If you want to split funding between two indexes, you will have to change the percentage on the existing to less than 100% before you can add a second index.

Funding Default

Update Selected Funding

Percent:

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

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

Project: ***

You can only edit the Percent. To edit the Funding, please delete the record and re-create.

Clear Add

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent
E	200344	135183	43100	50082				100%

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

Funding Default

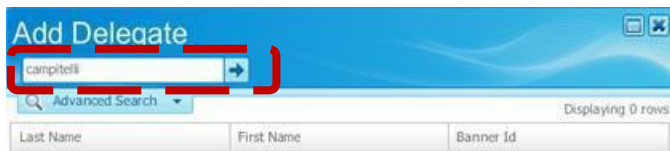
	Chart	Index	Fund	Organization	Program	Activity	Location
50%	E	200344	135183	43100	50082		
50%	E	100161	120149	71000	30041		

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

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

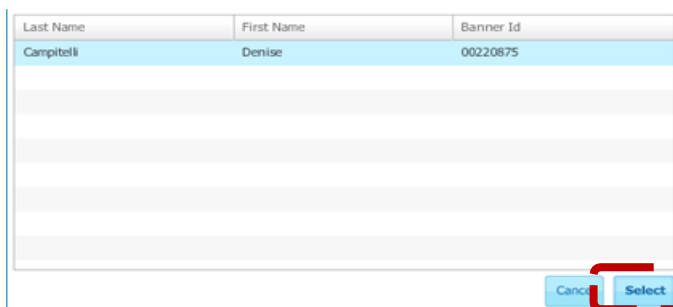
3. The **Delegate List** displays. Click **Add Delegate** in the bottom right corner: [Add Delegate](#)

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



The screenshot shows the 'Add Delegate' dialog box. At the top, there is a search bar with the text 'campitelli' and a blue arrow button to its right. Below the search bar is a table with columns 'Last Name', 'First Name', and 'Banner Id'. The table is currently empty, and the text 'Displaying 0 rows' is visible on the right side.

- Based on the search entered, a list of names will display. You may need to confirm by Banner ID to ensure you select the correct Delegate.
- Click the name and then click **Select**:



The screenshot shows the 'Add Delegate' dialog box with a list of delegates. The table has columns 'Last Name', 'First Name', and 'Banner Id'. The first row is highlighted in blue and contains the text 'Campitelli', 'Denise', and '00220875'. Below the table are 'Cancel' and 'Select' buttons. The 'Select' button is highlighted with a red box.

Note: You have now selected your delegate. Your delegate will now be able to create TAs and TRs on your behalf. You may select more than one delegate as needed.

Reviewing Travel Authorizations (TA) Entered by a Delegate

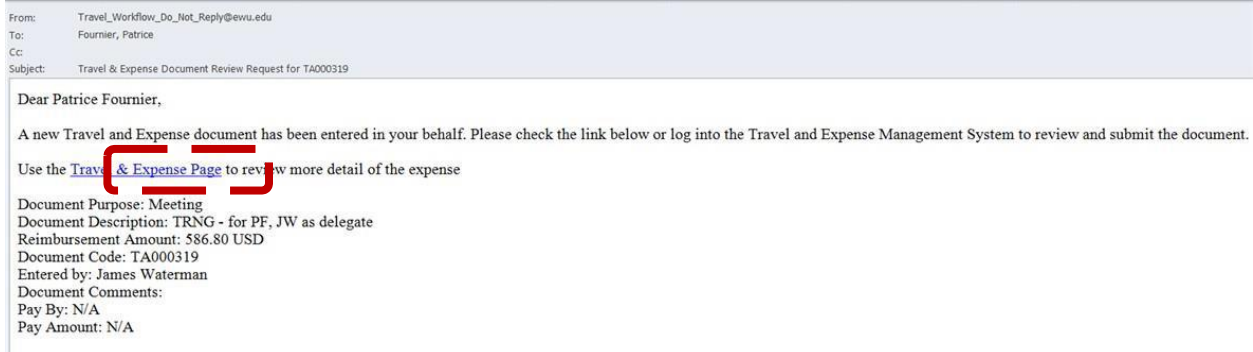
Prior to travel, your delegate will create your travel authorization (TA) then forward the TA to you for review and submittal. The TA includes all necessary information for a reviewer to know where, when and why the trip is requested to take place. The TA also provides an estimate of what the trip will cost and how it will be funded. The following provides instructions on reviewing travel authorizations entered by a delegate. Review notifications are sent to the traveler identified on the delegates profile. Once travel has been reviewed the traveler may request an advance and forwards the advance for approval.

Note: The approver is identified and selected by the delegate.

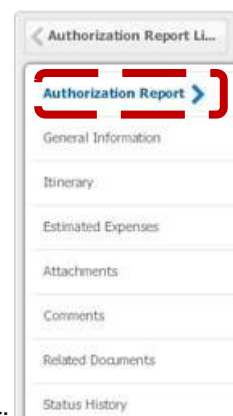
How Do I Know a Travel Authorization Is Ready for Review?

After your delegate completes a TA, the TA is submitted to you for review. The TA will automatically forward through Workflow, resulting in an email notification.

1. When a travel authorization has been created and submitted in TEMS by a delegate an email notification is automatically generated and sent to the traveler. Click the **Travel & Expense Page** link in the email to access TEMS. Use the TA number as a reference to ensure the correct TA is reviewed.



2. If applicable, click the **Expense Manager** tab:



3. Click the **Authorization Report** link in the left-hand navigation bar:
4. The TA includes navigation tabs on the left that accesses the sections on the TA. Review each section to ensure the TA accurately includes all trip information (Refer the the TEMS User's Guide for additional information).

TRNG - JW as delegate (TA000319 - Pending Review)

Patrice Fournier (ID: 00488473)

General Information

Report Type: In-State Report Date: Aug 08, 2014 Pay Amount: 586.80 USD
 Purpose: Meeting Relocations: No Affiliation: Employee
 Description: TRNG - for PF, JW as delegate

User Activity History

Initiated By: James Waterman (ID:00076706)
 Sent to traveler by: James Waterman (ID:00076706)
 Submitted by:

E-Mail Address

pfournier@ewu.edu

Itinerary

From: Aug 10, 2014 8:00 AM Cheney, Washington United States To: Aug 13, 2014 11:59 PM Mukilteo, Washington United States

Attachments

Comments

5. The preview report includes general information, traveler reimbursable details (itinerary including per diem amounts), accounting details (budget information), and non-reimbursable amounts (department paid).
 - 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).
6. Carefully review the **Estimated Expenses** section. To view the details of each expense line, click on the individual expense lines and the details for that line display above.
7. Items to review:

Seattle 06-15-14 (TA000217 - Approved)

View Expense Detail

Date: Jun 15, 2014 Type: LODGING- Exception Needed (In-State) Receipt Amount: 50 USD

Paid By: Self: Reimbursable Provider: Hotel Name Location: Seattle

Description: Training will be held at this hotel and it exceeds the lodging rate. Please approve this exception. **Funding**

Clear \$

Date	Type	Description	Pay in USD
Jun 15, 2014	LODGING- Exception Needed	Training will be held at this hotel and it exceeds the lodging rate. Please	50.00
Jun 15, 2014	TRANS - Airfare (In State)	Please call Artistic Travel to authorize purchase of the airline ticket and re	250.00
Jun 15, 2014	TRANS - Mileage (POV)	POV from home to airport and return (13 miles each way).	14.56
Jun 15, 2014	TRANS - Parking	Parking for my car in Spokane.	19.00
Jun 15, 2014	TRANS - Rental Car	Enterprise rental car reservation is held pending payment by department	50.00

Expense Detail

Click Funding Link to view budget for this expense line

Expense Lines

General Information

- Purpose of trip
- Description

Itinerary

- Travel Dates/Times
- From Location

Estimated Expenses

- Type and Amount
- Paid By
- Funding

Attachments

➤ To Location

Comments

Note: Ensure all estimated expenses are included, including personal side trip expenses.

1. After review, Click **View Related Documents** at the bottom of the screen. After review, select the applicable action:
 - **Request Advance:** Submits the travel authorization to the designated approver and initiates the process to issue an advance check. This signals the department CTA cardholder to pay for transportation or the department procurement card holder to pay for conference registration.
 - **Submit:** Submits the report to the designated approver. **Note:** Do not select **Submit** if an advance is being requested.



Request Advance

1. To request an advance of funds prior to your trip, click **Request Advance** in TEMS. This will take you to an advance screen.
 - Describe the purpose for the advance.
 - Input the amount of your advance request. **Note: If you request an advance for more than you actually spend on the trip, you will have to refund the University for the overage.**
 - **Click Submit** and exit TEMS.
2. An email is generated. Click the **Workflow** link in the email to access Banner Workflow.

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.

3. The **Cash Advance Notice and Acknowledgement** page in workflow displays. Click **Complete**.
 - After the traveler completes the **Cash Advance Notice and Acknowledgement** the travel authorization report is automatically submitted to the approver designated in the traveler's TEMS Profile.
 - 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 the TEMS User Guide for more information.

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

Complete

Save & Close

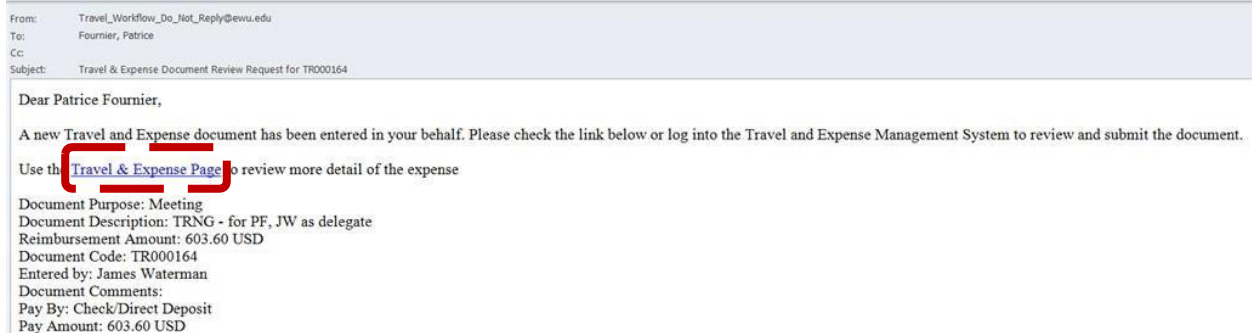
Cancel

Reviewing Expense Reports (TR) Entered by a Delegate

Travel expense reports (TRs) are the documents used to report actual travel expenses after travel is completed. The traveler reviews these final costs after the Delegate prepares the travel expense report to ensure they are supported, accurate and a valid business expense of the University. When reviewing the travel expense report, expenses are final and should be supported by receipts, such as lodging invoice, rental car receipt, etc.

Once travel is completed, an expense report must be submitted to report actual expenses and close travel. Also, additional expenses may be reported. The expense report creates the reimbursement (if applicable) and releases the budget. When the delegate completes the expense report, the traveler reviews and submits the report.

1. When an expense report has been created and submitted in TEMS by a delegate an email notification is automatically generated and sent to the traveler:



2. Click the **Travel & Expense Page** link in the email to access TEMS.

3. If applicable, click the **Expense Manager** tab:

Expense Manager

Outstanding Advances

Authorization Reports

Expense Reports

4. Click the **Expense Report** link in the left-hand navigation bar:
5. Select the **Pending Review** expense report (use the travel expense number from the notification email as a reference).

Expense Report List for Patrice Fournier									
Search by Report Name									
Advanced Search									
Displaying 12 rows.									
Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Expense Total	Advance	Report Total
TRNG - JW as	TR000164	Aug 08, 2014	Pending Review	Aug 08, 2014	603.60	0.00	603.60	0.00	603.60

6. The preview report includes general information, traveler reimbursable details (itinerary including per diem amounts), accounting details (budget information), and non-reimbursable amounts (department paid).
 - The travel expense report includes left-hand navigation tabs used to access different sections of the travel expense. Review each section to make sure the travel expense accurately includes all trip information (for additional information on TR contents and modification options, refer to the *TEMS User Guide*).

Expense Report List for...

Expense Report Actions
New Refresh Open Save

Expense Report
General Information
Itinerary
Expenses
Attachments
Comments
Related Documents
Status History

TRNG - JW as delegate (TR000164)

Patrice Fournier (ID: 00488473)

General Information

Report Type: In-State
Purpose: Meeting
Description: TRNG - for PF, JW as delegate

Funding Default

100%
Chart
E

- You may also click the page numbers or forward arrow at the bottom of the screen to view the preview report.

Expense Report Actions: New Refresh Open Save Copy Delete More Actions Close

TRNG - JW as delegate (TR000164 - Pending Review)

Patrice Fournier (ID: 00488473)

General Information

Report Type: In-State Report Date: Aug 08, 2014 Pay Amount: 603.60 USD
 Purpose: Meeting Relocation: No Affiliation:
 Description: TRNG - for PF, JW as delegate

User Activity History

Initiated By: James Waterman (ID:00076706)
 Sent to traveler by: James Waterman (ID:00076706)
 Submitted by:

Remittance Address

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

E-Mail Address

pfournier@ewu.edu

Itinerary

From: Aug 10, 2014 8:00 AM Cheney, Washington United States To: Aug 13, 2014 11:59 PM Mukilteo, Washington United States

Attachments

Comments

1 2 3 4 5

Submit Print View Related Documents

- Carefully review the **Expense Detail** section. To view the details of each expense line, click on the individual expense lines and the details for that line display above. Click **View Related Documents** at the bottom of the screen.

Seattle 06-15-14 (TA000217 - Approved)

View Expense Detail

Date: Jun 15, 2014 Type: LODGING- Exception Needed (In-State) Receipt Amount: 50 USD
 Paid By: Self: Reimbursable Provider: Hotel Name Location: Seattle
 Description: Training will be held at this hotel and it exceeds the lodging rate. Please approve this exception. [Funding](#)

Clear \$

Date	Type	Description	Pay in USD
Jun 15, 2014	LODGING- Exception Needed	Training will be held at this hotel and it exceeds the lodging rate. Please	50.00
Jun 15, 2014	TRANS - Airfare (In State)	Please call Artistic Travel to authorize purchase of the airline ticket and re	250.00
Jun 15, 2014	TRANS - Mileage (POV)	POV from home to airport and return (13 miles each way).	14.56
Jun 15, 2014	TRANS - Parking	Parking for my car in Spokane.	19.00
Jun 15, 2014	TRANS - Rental Car	Enterprise rental car reservation is held pending payment by departments	50.00

Expense Detail

Click Funding Link to view budget for this expense line

Expense Lines

8. Items to review:

General Information

- Purpose of trip
- Description

Itinerary

- Travel Dates/Times
- From Location
- To Location

Estimated Expenses

- Type and Amount
- Paid By
- Funding

Attachments

Comments

Note: Ensure all actual expenses are included, including personal side trip expenses.

7. After review, click **Submit**. This submits the expense report to the designated approver.

Note: For additional information on TEMS, refer to the *TEMS User Guide* and *TEMS Approver Guide* located on the [Travel Accounting](#) site.