

# Banner TEMS

## Travel and Expense Management System



### What is TEMS?

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The **Travel & Expense Management System (TEMS)** is an integrated Banner module that automates and streamlines the travel authorization, advance request, expense reporting and reimbursement processes.

### What does TEMS do?

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- Allows the on-line entry of travel authorization (TA) and travel advance (TV) requests.
- Automatically routes requests for management approval via Banner Workflow.
- Provides real-time visibility of the status of travel authorization and advance requests, and travel expense reports.

### What are the benefits of TEMS?

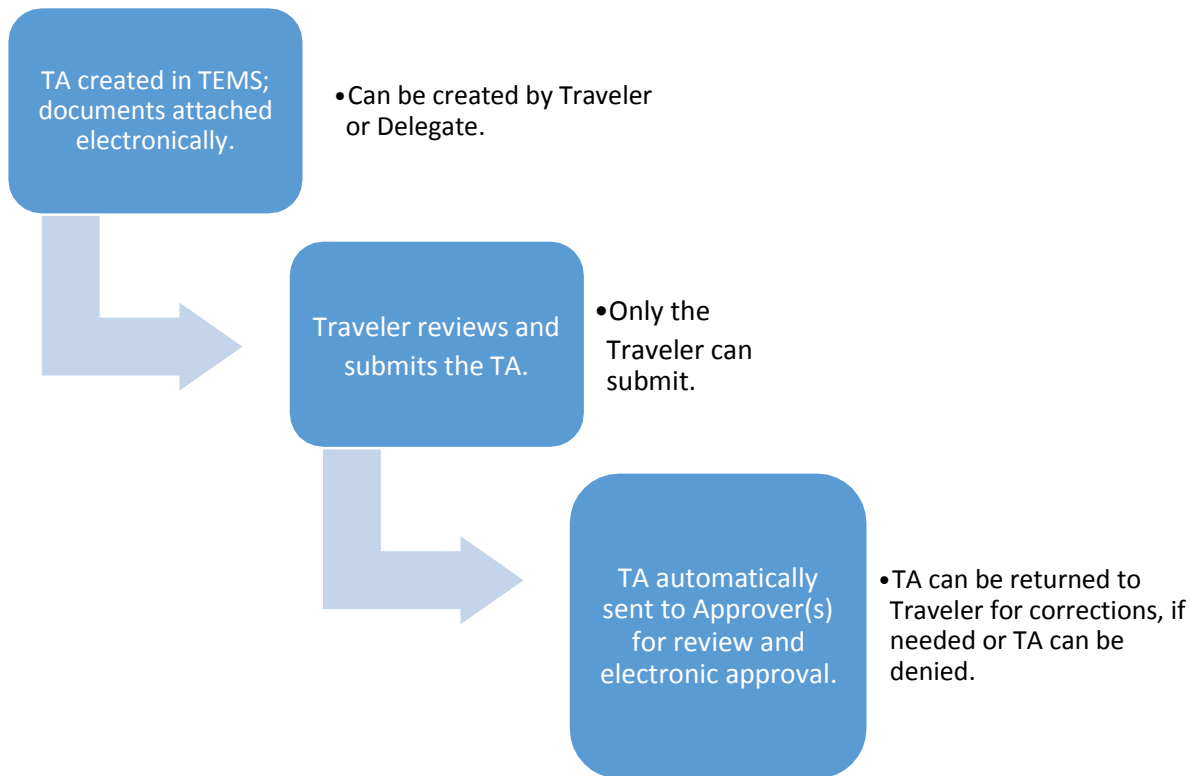
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- Improved self-service capability through a web-based, electronic process.
- Automatic per diem rates calculations.
- Electronic approval queue allows supervisors and budget authorities the ability to review and approve authorizations, advances and travel expense reports online.
- Improved visibility – real-time tracking of the status of travel authorizations and expense reports.
- Less paperwork supports improved sustainability practices.

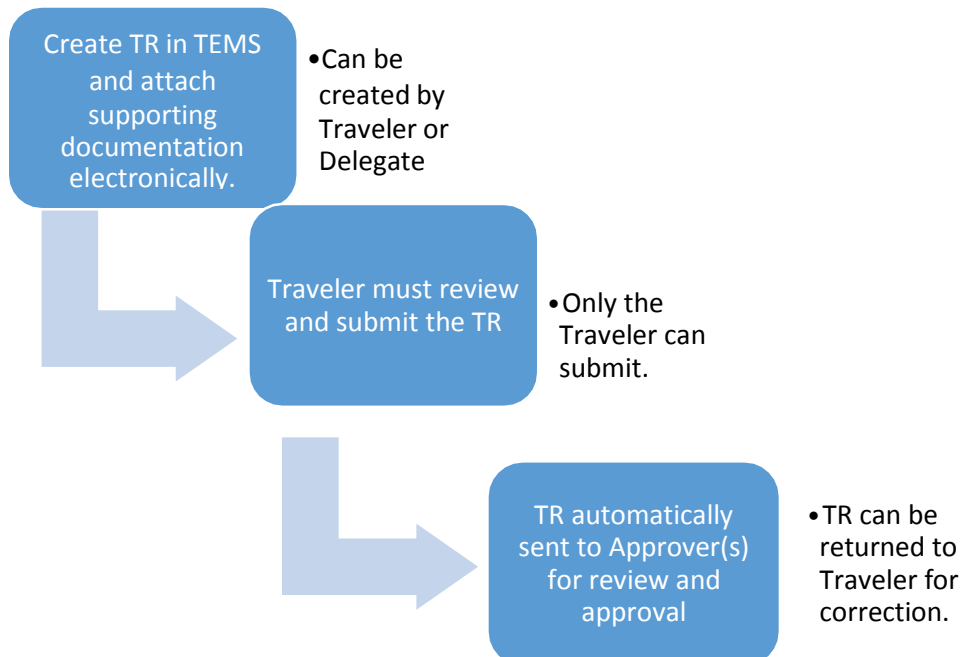
## TEMS Process Overview

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### Creating and submitting a Travel Authorization (TA)



### Creating and submitting a Travel Expense Report (TR)



## TEMS Roles and Actions

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**DELEGATE** - The person processing travel for another individual (for example, the department Travel Coordinator).

- Prepares Travel Authorization (TA) and/or Travel Expense Report (TR) on behalf of a designated Traveler.
- Submits documents for review by the Traveler. **Note: Traveler submits for approval.**

**TRAVELER** - The person who is traveling.

- Receives electronic notification that TA or TR has been completed by a Delegate.
- Prepares Travel Advance Request (TV), if needed.
- Optionally, Traveler can prepare their own TA or TR.
- Submits all travel documents for approval.

**APPROVER** - The supervisor (or proxy) who is responsible for approving travel authorizations.

- Receives electronic notification that TA, TV, or TR has been submitted for approval.
- Reviews travel document and approves, denies, or returns to Traveler for correction.
- Approver can route to others for additional approval (e.g. budget authority), if needed.

## Getting ready for TEMS

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- Complete the departmental user roster.
- Confirm department system and hardware requirements:
  - Documents scanner
  - Browser compatibility: IE, Chrome, Firefox
- Check the department roll out schedule posted on the [TEMS website](#).
- Enroll in a TEMS training class via the [OIT Training Scheduler](#).

## Learn more about TEMS

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- Contact the EWU Travel and Accounting office:
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  - Justin Flaa, Controller Operations Manager  
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- Visit Travel and Accounting's Banner TEMS website at:  
<https://sites.ewu.edu/financialservices/office-of-controller/travel-accounting/tems-banner-travel-expense-system/>