



# **TEMS –**

# **Travel Expense**

# **Management System**

## **User's Guide**

Revised August 2015

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## Welcome to the Travel Expense Management System (TEMS)

Welcome to the *TEMS User's Guide*. This guide is designed to provide you with the information you need to successfully use the TEMS system and includes the following topics:

- **Overview of TEMS**
- **Creating Authorization Request and Itinerary**
- **Requesting Advances**
- **Approving Travel**
- **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 procurement card and/or CTA cardholder). The delegate acts on behalf of the traveler(s) to facilitate travel authorization and expense processing. A Delegate prepares TAs and TRs for travelers and usually purchases departmental travel expenses such as airfare and rental car transportation. 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.

## 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>

For travel policies, procedures, and resources, visit the EWU Travel Accounting site: <http://access.ewu.edu/travel>. 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/>

## Travel Check List

Prior to processing travel in TEMS, it is recommended to consider the following items. This is not a comprehensive list. For questions or instructions on traveling on university business, contact Travel Accounting or refer to the *EWU Employee Travel Guide* available on the Travel Accounting web page.

- Is travel being processed for yourself or are you acting as a delegate.
- Who will be approving the travel
- Is travel being paid by grant money
- What are the dates
- What is the airfare
- Will a rental car be used

- What budget is the travel being charged to
- Will a travel advance be requested
- Are there other travel related expenses
- Will a privately owned vehicle be used

## TEMS Travel Process

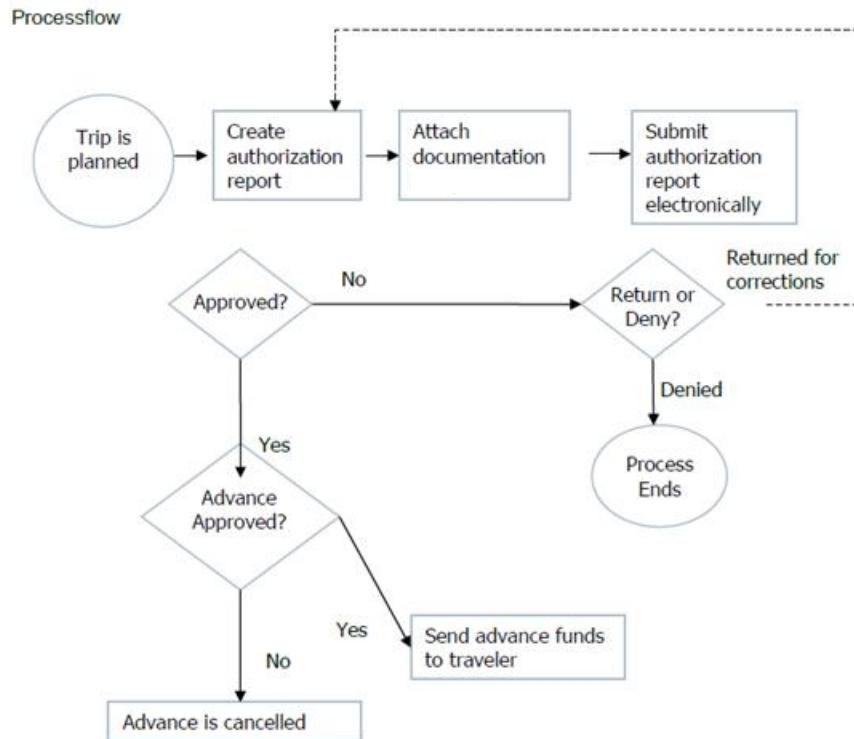
**Authorization Report** - Each individual expense (such as hotel, meals, airfare, mileage, etc...) can be added as separate line items. Expenses paid or to be paid by the institution are also recorded in the authorization report but are not reimbursable to the traveler.

**Expense Report** - The 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.

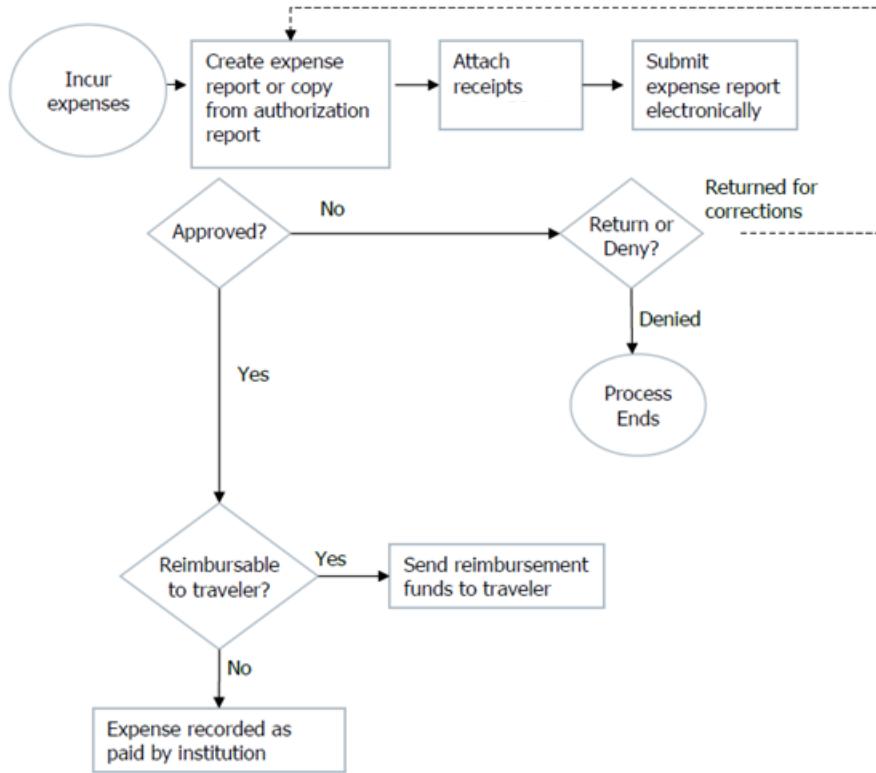
The following diagrams provide a general overview of electronic routing for a Travel Authorization and an Expense Report using TEMS. Specific instructions for required approvals routing are described in the *EWU Employee Travel Guide*, which provides specific procedures for traveling on university business.

**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:



## After Travel has Occurred:



## Travel Advance and Travel Reimbursement Check Distribution

Travel advance checks and/or travel reimbursement checks are no longer picked up from Student Financial Services. Prior to entering travel in TEMS determine how the check will be distributed:

- **Direct Deposit** – This is not tied to Payroll Direct Deposit. Visit the **Accounts Payable** page: <http://access.ewu.edu/accounts-payable>. Select the **Accounts Payable Forms** page, click the **Direct Deposit Agreement Form** link. Complete the form as directed.

Accounts Payable Forms	
<p>Look here for forms that can be submitted to the Accounts Payable office. Use these forms for payments, utilities, CTA's, etc.</p> <p><b>Accounts Payable</b></p> <ul style="list-style-type: none"><li><a href="#">About Accounts Payable</a></li><li><a href="#">Accounts Payable FAQ</a></li><li><a href="#">Accounts Payable Tutorials</a></li><li><a href="#">Accounts Payable Forms</a></li></ul> <p><b>Accounts Payable - Sue Potter</b> 319 Showalter Hall Cheney, WA 99004-2445 email: <a href="mailto:spotter@ewu.edu">spotter@ewu.edu</a> phone: (509) 359-6370 fax: (509) 359-6869</p>	<p><b>Accounts Payable Forms</b></p> <ul style="list-style-type: none"><li>• Invoice Voucher A19 </li><li>• Voucher Distribution </li><li>• Contractor Invoice </li><li>• Central Travel Account Payments Voucher Distribution </li><li>• Direct Deposit Agreement Form </li></ul>

- **Mail** – Checks will be mailed to the address specified in EagleNET. To confirm the address the check is mailed to, access EagleNET, click **Personal Information**. Click **Update Addresses and Phones** to confirm the mailing address. Additionally, verify the address in TEMS (refer to the *Profile: Approvers, Delegates, and Funding Default* section in this Guide for more information).

The screenshot shows the EagleNET interface. At the top, there is a red header bar with the text "EagleNET". Below it is a navigation bar with a "Browse" button and links for "Personal Information", "Employee", and "Finance". The main content area has a title "Update Addresses and Phones - Select Address". Below the title, there is a breadcrumb trail: "Home > Personal Information > Update Addresses and Phones".

## 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 (<http://access.ewu.edu/travel/banner-travel-and-expense-system>) and select the TEMS log on link.
2. Click the **Eastern SSO** portion of the **Travel and Expense Management System** link:

The screenshot shows the Eastern Washington University administrative systems page. At the top, there is a logo for Eastern Washington University and links for "View: Production | Training | Advanced". The main content area is titled "EWU Administrative Information Systems (Production)". Under "Production Systems (PROD)", there is a list of links:

- [Banner INB \[PROD\] \(or via Eastern SSO\)](#)
- [EagleNET - SSB \[PROD\] \(or via Eastern SSO\)](#)
- [Travel and Expense Management System \(TEMS\) \[PROD\] \(or via Eastern SSO\)](#)
- [myEWU - Luminis \[PROD\]](#)
- [SOAR - u.achieve \[PROD\]](#)
- [EDIE - Education Data and Information Environment \[PROD\]](#)
- [Oracle Discoverer Viewer \[ODSP\]](#)
- [Jasper \[ODSP and REPT\]](#)

A red dashed box highlights the "Travel and Expense Management System (TEMS) [PROD] (or via Eastern SSO)" link. Below this, under "Documentation Resources", there is a link:

- [Banner8 Documentation Bookshelf](#)

At the bottom of the page, there is a note: "Need Help? Please call the Help Desk: Ext 2247".

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

The screenshot shows a login form with the following fields:

- A large input field labeled "Enter your NetID and Password".
- An "NetID:" input field.
- An "Password:" input field.
- A "LOGIN" button.
- A "clear" link next to the "LOGIN" button.
- A link at the bottom: "Need your NetID or password?"

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

The screenshot shows the TEMS software interface with a blue header bar. On the left, there is a 'Delegate' button with a right-pointing arrow. The main content area has a blue header 'Delegate'. Below it, a sub-header 'Delegate' is displayed. A status message at the bottom says 'Act as Delegate For : Self, 00488473 Click here to Select a Traveler'.

## Profile: Address, Approvers, Delegates, and Funding Default

Prior to processing travel, you must update your Profile to ensure the correct routing and processing of your travel approvals and reimbursements. 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: . The mailing address displays in the **Address or Direct Deposit** field.

The screenshot shows the TEMS Profile screen. At the top, there is a section titled 'Address or Direct Deposit' with a pencil icon. Below it, there are fields for 'HR Campus Address: 307 MON Campus, WA 0' and 'Pay Source: Check to HR Campus Address'. There is also a small edit icon next to the address field.

2. To change the address, click the edit icon:
3. The **Select Address** dialog box displays. Click the address where the check will be mailed to or the Accounts Payable address for Direct Deposit. Click **Select**:

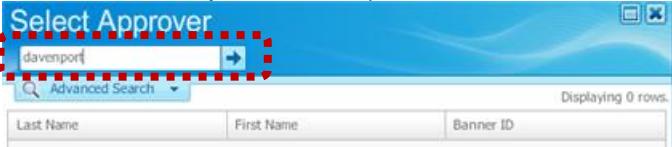
The screenshot shows the 'Select Address' dialog box. It has a blue header 'Select Address'. The main content area is a table with two columns: 'Type' and 'Address'. One row shows 'Mailing, Current' with the address '319 Showalter Hall, Cheney, WA 99004, United States'. There is a small edit icon next to the address.

- **Approver** –The approver must be your direct supervisor, which you (the traveler) will assign. This assignment routes the Travel Authorization (and later the Expense Report) to your supervisor for first review and approval. All subsequent routing is on an ad hoc basis. Specific instructions for required approvals routing are described in the *Appendix A*.

1. To select the approver, click the **Profile** tab: . The supervisor's name displays in the **Approver** field.

The screenshot shows the TEMS Profile screen. At the top, there is a section titled 'Approver' with a pencil icon. Below it, there are fields for 'ID: 00220875' and 'Name: Denise Campitelli'. There is also a small edit icon next to the name field.

2. To select an approver, click the edit icon: 
3. The **Select Approver** dialog box displays. Enter your direct supervisor's last name in the **Name** field and click the blue arrow. If your direct supervisor is not available for selection, contact EWU Travel Accounting.



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

Last Name	First Name	Banner ID
Davenport	Timothy	00175213

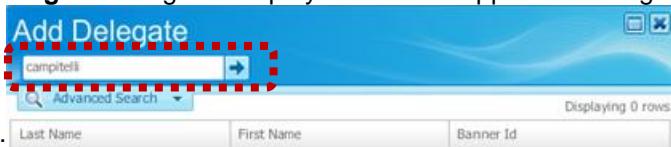
- **Delegate** – You may assign a delegate to act on your behalf provided that person has been trained and assigned the delegate role. The delegate is typically the travel coordinator/preparer for your department.

1. To enter a delegate, click the **Profile** tab: 

2. Select **Assign Delegate** from the left-hand column: 

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

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



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

Last Name	First Name	Banner Id
Campitelli	Denise	00220875



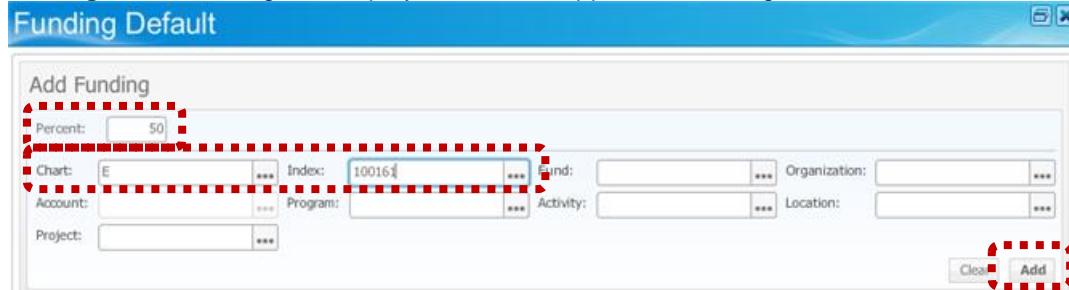
- **Funding Default** – The funding default is the default index travel will be charged to. Index codes may be changed as well as the percentage each index is charged. **Note:** All travel will be applied to the what is entered in funding default, however funding may be changed for individual travel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

1. To confirm the index code, click the **Profile** tab:  . The index displays in the **Funding Default** field

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

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

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



**Add:**

Percent:	50
Chart:	E
Index:	100161
Fund:	135183
Organization:	43100
Program:	50082
Activity:	
Location:	

4. The added index displays. TEMS does not allow over 100% funding. Modify the existing funding to less than 100% before adding a new funding line. If applicable delete the original index: , or select the original index to adjust the percentage.

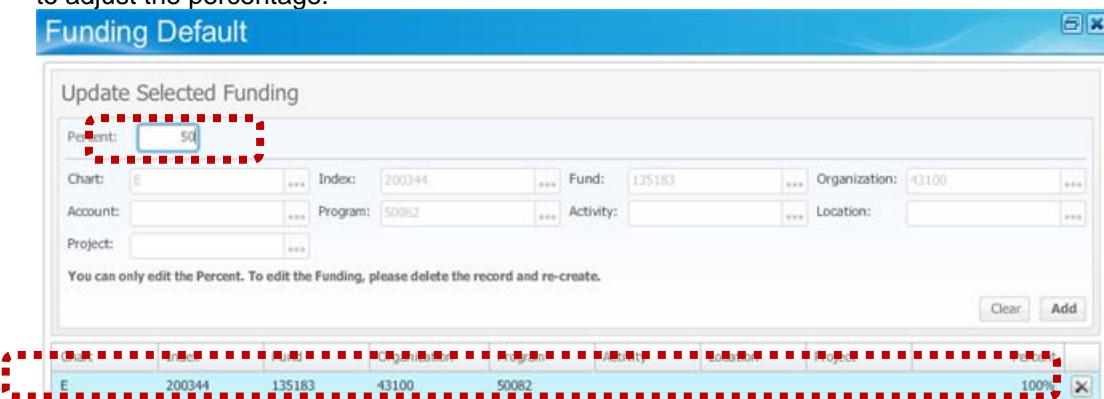


Chart	Index	Fund	Organization
E	200344	135183	43100
E	100161	120149	71000
100%			

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 Role

A delegate is typically the department travel coordinator/preparer (who might also be the procurement card and/or corporate travel account cardholder). The delegate acts on behalf of the traveler(s) to facilitate travel authorization and expense processing. A Delegate prepares travel authorizations and expense reports for travelers and usually purchases departmental travel expenses such as airfare and rental car transportation. A delegate can be assigned to multiple travelers. Also, a traveler can have more than one delegate.

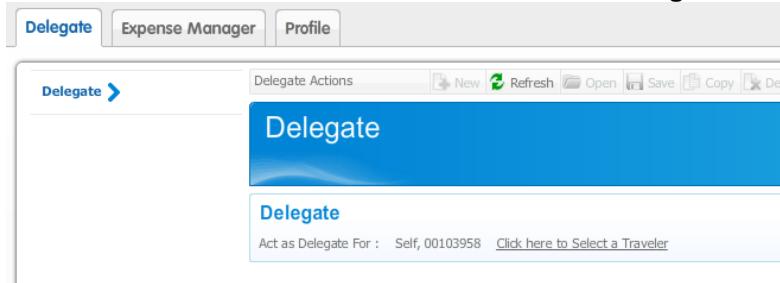
The delegate's role is assigned by their department. The role can vary significantly from department to department. Delegates generally conduct the following functions.

- Create the Travel Authorization (TA) document in TEMS. This includes developing estimates for travel expenses for the trip.
- Submit the TA to the traveler for review and submittal.
- Procure necessary transportation and lodging. (Airline, rental car, hotel, etc.) This will typically be the delegate, but could be a third party CTA or P-card holder.
- Create the Travel Expense Report (TR) after travel is completed and submit to traveler 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.

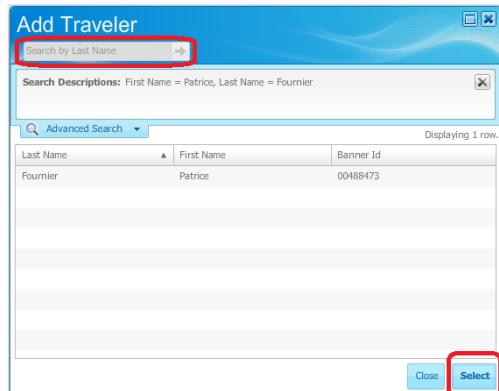
Delegates follow the same procedures as Travelers to create and submit TAs and TRs. However, Delegates must first select the traveler they will assist.

## Selecting a Traveler

1. To select a traveler, access TEMS and click on the **Delegate** tab. Click on "[Click here to Select a Traveler](#)"



2. The **Add Traveler** dialog box displays. Enter the last name of the traveler in the **Search by Last Name** field. Click on the arrow to search.



3. If the traveler has selected you as a delegate, their name populates in the list. Click on the traveler name and click **Select**.

**Note:** Delegates cannot submit a TAs or TRs to supervisors on the traveler's behalf and cannot request travel advances for travelers. The Delegate is a preparer role and only has the option of forwarding travel documents to the traveler. The traveler must review and submit all TAs and TRs. Travelers also must request their own advances.

- To prepare TAs and TRs for your assigned travelers, follow the instructions in the in this Guide.

- To approve TAs and TRs for your assigned travelers, after you have procured their lodging, transportation, etc., follow the approval and forwarding instructions in this Guide.
- 4. When the Delegate completes a TA or TR, the Delegate clicks **Traveler Review**, which starts a workflow that notifies the Traveler to review the document.

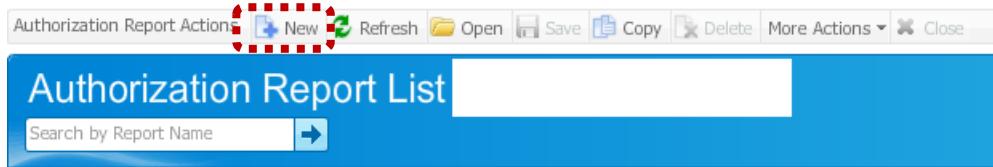
## Travel Authorization Report

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. The following provides instructions on creating an authorization report.

1. Click the **Expense Manager** tab:



2. Select **Authorization Reports** in the left-hand column:



3. Click **New**:

4. The **Create New Report** dialog box displays. Enter the following:

A screenshot of a software dialog box titled 'Create New Report'. The dialog is divided into sections: 'General Information' and 'Funding Default'.  
**General Information:**  
Report Name: \* (text input field)  
Report Type: \* (dropdown menu)  
Purpose: \* (dropdown menu)  
Report Date: \* Jun 06, 2014 (date picker)  
Description: (text input field)  
Affiliation: \* (dropdown menu)  
 Relocation  
**Funding Default:**  
100%      Chart: E      Index: 200344      Fund: 135183      Organization: 43100      Program: 50082      Activity:      Location:  
  
At the bottom right of the dialog are 'Cancel' and 'Save and Continue' buttons.

5. **Report Name** – The report name is entered in the following format: the traveler's first and last name; space; the travel date (MMDDYY); space; the travel destination city:  
Report Name: \* PatriceFournier 121514 Portland

6. **Report Type** – Select the applicable description from the drop-down list:

Select  
Foreign  
In-State  
Out-of-State

7. **Purpose** – Select the applicable purpose from the drop-down list: Recruiting

8. **Report Date** – Defaults to the current date. Refer to the *EWU Employee Travel Guide* (available on the EWU Travel Accounting website) for specific instructions on assigning the report date when travel crosses the fiscal year or when expenses should be posted to the next fiscal year budget.

9. **Description** – Enter a description of the travel and the dates (this information displays in the **Travel and Expense Approval** workflow):

Description:	Higher Ed Training Development Conference 6/9/14 - 6/12/14.
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10. **Affiliation** – Select the applicable description from the drop-down list:

Affiliation: \*  
Select  
Employee  
Group + Sponsor  
Trustee (Board)

11. **Funding Default** – Verify the correct funding source (budget). If applicable, change or add additional indexes and/or the percentage each index is charged.

Refer to the **Profile: Approvers, Delegates, and Funding Default** section in this guide for instructions on adding, or changing indexes or the percentage amount the indexes are charged.

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

12. Click **Save and Continue:**

The screenshot shows the 'Create New Report' dialog box. In the 'General Information' section, fields include: Report Name (PFournier 060914 Portland), Report Type (Out-of-State), Purpose (Conference/Training), Report Date (Jun 06, 2014), Description (Higher Ed Training Development Conference 06/09/14 - 06/12/14), and Affiliation (Select). In the 'Funding Default' section, fields include: Chart (E), Index (200307), Fund (135145), Organization (71000), Program (30041), Activity, and Location. At the bottom right, there are 'Cancel' and 'Save and Continue' buttons, with 'Save and Continue' being highlighted by a red dashed box.

## Itinerary

1. The **Itinerary** dialog box displays. Enter the following:

The screenshot shows the 'FROM:' section of the Itinerary dialog box. It includes a 'Date:' field set to 'Jun 09, 2014' and a 'Time:' field set to '7:30 AM'.

2. **From Date and Time** – Enter the date and time travel begins:

The screenshot shows the 'TO:' section of the Itinerary dialog box. It includes a 'Date:' field set to 'Jun 12, 2014' and a 'Time:' field set to '6:30 PM'.

3. **To Date and Time** – Enter the date and time travel ends:

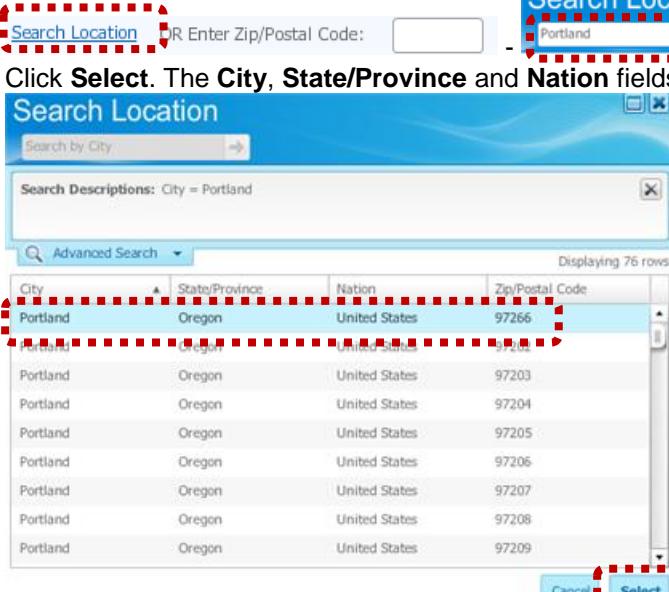
**Note:** To and from dates and times determine per diem.

4. **From Zip Code** – Enter the zip code where travel starts (for example, Cheney, Spokane, etc.). If the Zip code is not known, click **Search Location**. Be sure to enter the exact city name to search. **Note:** Multiple zip codes may

display for the given city. Select any Zip returned:  OR Enter Zip/Postal Code: . The **City**, **State/Province** and **Nation** fields automatically populate.

5. **To Zip Code** – Enter the destination Zip code. If the Zip code is not known, click **Search Location**. Be sure to enter the exact city name to search. **Note:** Multiple zip codes may display for the given city. Select the zip code where overnight lodging will be obtained (for day trips, refer to state travel policy):

**Note:** Zip codes determine and populate the per diem rates for lodging and meals. If the Zip code of the hotel or lodging address is known, enter it in the **To Zip Code** field rather than searching.

6.  Select the Zip displayed in the search results.  
Click **Select**. The **City, State/Province** and **Nation** fields automatically populate.

**Search Location**

Search by City:

Search Descriptions: City = Portland

Advanced Search

Displaying 76 rows.

City	State/Province	Nation	Zip/Postal Code
Portland	Oregon	United States	97266
Portland	Oregon	United States	97203
Portland	Oregon	United States	97204
Portland	Oregon	United States	97205
Portland	Oregon	United States	97206
Portland	Oregon	United States	97207
Portland	Oregon	United States	97208
Portland	Oregon	United States	97209

Cancel **Select**

### Foreign Travel

Zip codes do not pertain to foreign travel. Do not enter anything in the **To** zip code field. Enter the exact spelling of the destination city in the **City** field. Enter **XX** in the **State/Provence** field. Enter the nation code

**Available Nation Codes**

Filter

Code	Title
IS	Great Britain and Ireland
AA	Aruba
AC	Antigua/Barbuda
AD	Andorra
AE	United Arab Emirates
AF	Afghanistan
AG	Algeria

Cancel **Select**

from the **Nation** field drop-down list and click **Select**:

<b>FROM:</b> Date: * Jun 10, 2014 <input type="button" value="..."/> at 12:00 AM <input type="button" value="..."/> Search Location OR Enter Zip/Postal Code: 99004 City: * Cheney State/Province: WA (Washington) <input type="button" value="..."/> Nation: * US (United States) <input type="button" value="..."/>	<b>TO:</b> Date: * Jun 10, 2014 <input type="button" value="..."/> at 11:59 PM <input type="button" value="..."/> Search Location OR Enter Zip/Postal Code: <input type="text"/> City: * London State/Province: XX (Foreign) <input type="button" value="..."/> Nation: * UK (United Kingdom) <input type="button" value="..."/>
--	---

For a list of foreign nations and cities and per diem rates, refer to the Banner Travel & Expense System Site (<http://access.ewu.edu/travel/banner-travel-and-expense-system>). Select the International Per Diem Lookup link. Enter applicable search criteria:

Nation and City Search for International Travel - For Use with TEMS Travel and Expense Module								
Input any part of Nation and/or City name and hit Search.								
<input type="button" value="SEARCH"/> Nation: <input type="text" value="Ion"/> City: <input type="text" value="Ion"/>								
7	NATION	CITY/LOCATION	SEASON BEGIN	SEASON END	LODGING	MEALS	TOTAL	
149	CANADA	LONDON/ ONTARIO	1/1/2014	12/31/2014	\$ 115	\$ 94	\$ 209	
643	MALAWI	LILONGWE	1/1/2014	12/31/2014	\$ 150	\$ 93	\$ 243	
815	PANAMA	COLON	1/1/2014	12/31/2014	\$ 158	\$ 96	\$ 254	
921	SPAIN	BARCELONA	1/1/2014	12/31/2014	\$ 286	\$ 146	\$ 432	
1056	UNITED KINGDOM	LONDON	1/1/2014	12/31/2014	\$ 366	\$ 186	\$ 552	
1111	URUGUAY	COLONIA	1/1/2014	12/31/2014	\$ 186	\$ 79	\$ 265	
1149								

In TEMS, enter the destination city name exactly as displayed in the International Per Diem Lookup spreadsheet. Select the nation from the TEMS drop down box. Enter XX in the **State/Provence** field. Enter the nation code from the **Nation** field drop-down list and click **Select**:

7. Click **Add**.

8. The trip information displays. Click **Save and Continue**.

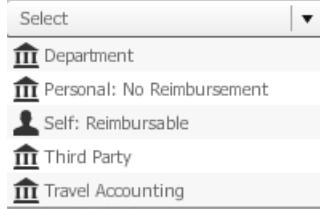
9. The **Confirm Per Diem** dialog box displays, click **Yes** if the report contains per diem expenses:



## Per Diem Expenses

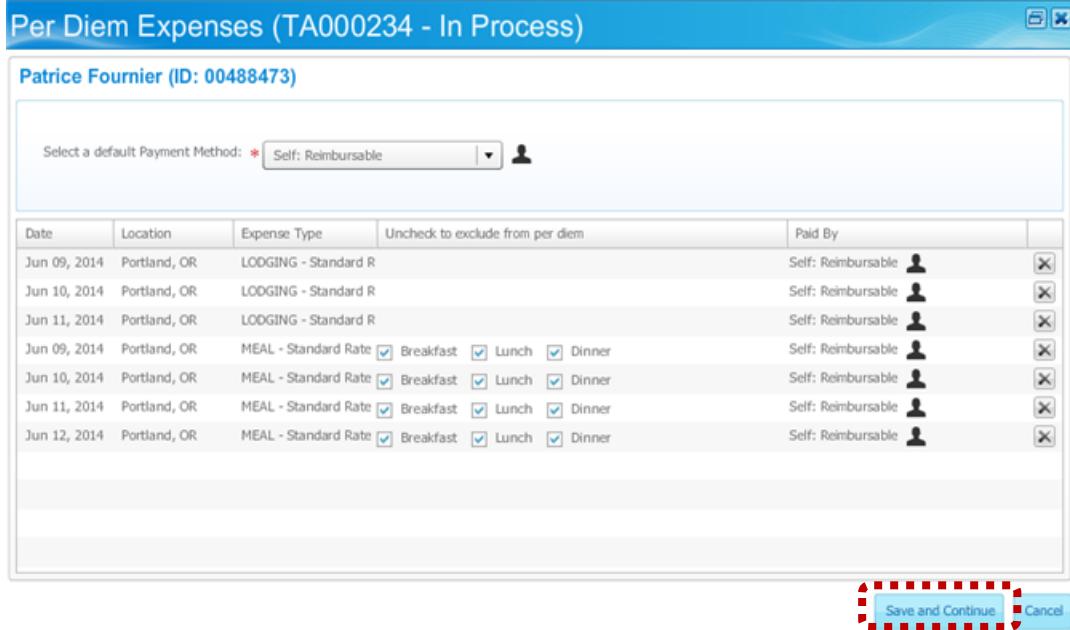
10. The **Per Diem Expenses** dialog box displays. Select the payment method from the drop-down list:

- **Department** – For department paid expenses (for example expenses paid via procurement card or by the Central Travel Account). This signals the department CTA cardholder to pay for transportation or the department procurement card holder to pay for conference registration.
- **Personal: No Reimbursement** – Neither the traveler nor department is reimbursed (for example: personal side trips)
- **Self: Reimbursable** – Expenses the traveler is reimbursed for.
- **Third Party** – Not used at this time.
- **Travel Accounting** – Expenses paid for by Travel Accounting such as items paid via foreign currency or items that do not accept procurement card payments. Requests that EWU Travel Accounting pay for transportation and/or conference registration; the expenses will be distributed to the index code(s) assigned to the TA.



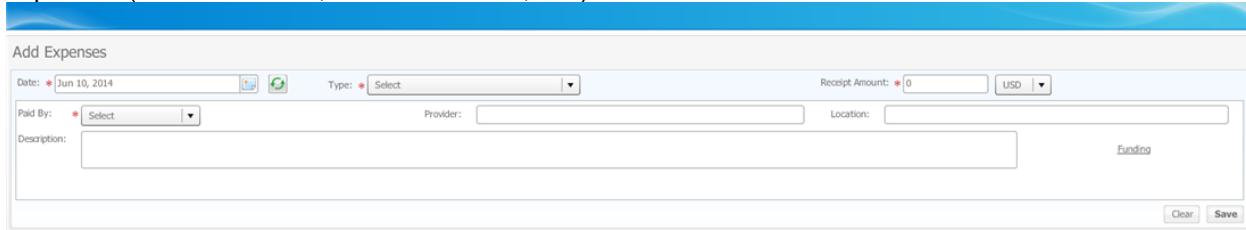
11. Allowable per diem amounts are determined by TEMS, based on the itinerary (travel dates and times). Per diem expenses may be removed or changed. To change meals reimbursed, deselect the applicable meal check box. To remove a line item entirely, click the remove icon: . You will have an opportunity to make these kinds of changes later as well. Click **Save and Continue**.

12.



Date	Location	Expense Type	Uncheck to exclude from per diem	Paid By
Jun 09, 2014	Portland, OR	LODGING - Standard R		Self: Reimbursable 
Jun 10, 2014	Portland, OR	LODGING - Standard R		Self: Reimbursable 
Jun 11, 2014	Portland, OR	LODGING - Standard R		Self: Reimbursable 
Jun 09, 2014	Portland, OR	MEAL - Standard Rate	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Self: Reimbursable 
Jun 10, 2014	Portland, OR	MEAL - Standard Rate	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Self: Reimbursable 
Jun 11, 2014	Portland, OR	MEAL - Standard Rate	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Self: Reimbursable 
Jun 12, 2014	Portland, OR	MEAL - Standard Rate	<input checked="" type="checkbox"/> Breakfast <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Dinner	Self: Reimbursable 

13. The **Add Expenses** dialog box displays. This form is used to add *all* travel expenses including department paid expenses (such as air fare, conference fees, etc.).



14. The **Date** field defaults to the authorization report date. If applicable, change the date the expense occurs. If the expense occurs daily, click the recur icon  to enter a recurrence pattern.

- If applicable, select the recurrence pattern and recurrence range. Click **Copy** to save.

**Continue Expense**

**Recurrence Pattern**

Every Day

Every Weekday (excludes Sat and Sun)

Recur On

Sun     Mon     Tue     Wed  
 Thu     Fri     Sat

**Range of Recurrence**

Start: \* Jun 09, 2014  End By: Jun 12, 2014   
 End After:



15. Select the applicable expense type from the **Type** drop-down list:

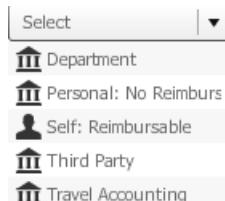
16. Enter the estimated expense amount in the **Receipt Amount** field:

Receipt Amount: \* 38.00

17. Select who is paying the expense from the **Paid By** drop-down list:

Paid By: \*

- **Department** – For department paid expenses (for example expenses paid via procurement card or by the Central Travel Account). This signals the department CTA cardholder to pay for transportation or the department procurement card holder to pay for conference registration.
- **Personal: No Reimbursement** – Neither the traveler nor department is reimbursed (for example: personal side trips)



- **Self: Reimbursable** – Expenses the traveler is reimbursed for.

**Third Party** – Not used at this time.

- **Travel Accounting** – Expenses paid for by Travel Accounting such as items paid via foreign currency or items that do not accept procurement card payments. Requests that EWU Travel Accounting pay for transportation and/or conference registration; the expenses will be distributed to the index code (s) assigned to the TA.

18. Enter the provider name in the **Provider** field (for example, the hotel name, conference name, airline, rental car agency, etc.). Be sure to include a telephone number if applicable.

Provider: Marriott Hotel, 1-800-555-1234

19. Enter the provider location if applicable in the **Location** field.

Location: 520 SW Broadway, Portland Oregon

Description: Lodging exception: Conference Hotel

20. Enter a description of the expense in the **Description** field.

21. If applicable, funding may be changed (for example; expenses charged to two or more indexes) for each expense item. Select **Funding**:

- To add a new index, enter the **Chart** and **Index**. Click **Add**. A dollar amount or percentage may also be entered.

Add Funding

Enter Amount: 0.00 Or Percent: 0.00

Chart: E Index: 200307 Fund: Organization:

Account: 71740 Program: Activity: Location:

Project:

Clear Add

- To change the amount charged or, percentage charged to a specific index, select the applicable index and enter the desired amount or percentage of the expense in the **Enter Amount** field or **Percentage** field. Click **Add**.

Expense Funding

Update Selected Funding

Enter Amount: 37.50 Or Percent: 75

Chart: E Index: 200344 Fund: 135183 Organization: 43100

Account: 71740 Program: 50082 Activity: Location:

Project:

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

Chart	Index	Fund	Organization	Account	Program	Activity	Location	Project	Percent	Amount USD
E	200344	135183	43100	50082					50%	25.00
E	100161	120149	71000	30041					50%	25.00

Clear Add

22. Click **Save** for each added expense.

Date: \* Jun 09, 2014 Type: \* LODGING- Exception Needed (Out-of-State) Receipt Amount: \* 38 USD  
Paid By: \* Self-Reimbursable Provider: Marriott Hotel Location: 520 SW Broadway, Portland Oregon  
Description: Lodging exception \$38.00 per day.

**Save**

23. Continue to add all expenses (refer to steps 11 – 22). After all expenses have been added, click **View or Submit Report**.

Date: \* Jun 09, 2014 Type: \* Select Receipt Amount: \* 0 USD  
Paid By: \* Select Provider: Location:  
Description:

	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	Jun 09, 2014	LODGING- Exception Needed (Out-of-State)	Lodging exception \$38.00 per day.	38.00	X
<input type="checkbox"/>	Jun 09, 2014	MISC-Conference Registration	Conference fee.	950.00	X
<input type="checkbox"/>	Jun 09, 2014	TRANS - Airfare (Out of State)	Airfare - round trips, Spokane to Portland.	347.00	X
<input type="checkbox"/>	Jun 09, 2014	LODGING - Standard Rate		126.00	X
<input type="checkbox"/>	Jun 09, 2014	MEAL - Standard Rate		50.00	X
<input type="checkbox"/>	Jun 10, 2014	LODGING- Exception Needed (Out-of-State)	Lodging exception \$38.00 per day.	38.00	X
<input type="checkbox"/>	Jun 10, 2014	LODGING - Standard Rate		126.00	X
<input type="checkbox"/>	Jun 10, 2014	MEAL - Standard Rate		66.00	X
<input type="checkbox"/>	Jun 11, 2014	LODGING- Exception Needed (Out-of-State)	Lodging exception \$38.00 per day.	38.00	X
<input type="checkbox"/>	Jun 11, 2014	LODGING - Standard Rate		126.00	X
<input type="checkbox"/>	Jun 11, 2014	MEAL - Standard Rate		66.00	X
<input type="checkbox"/>	Jun 12, 2014	LODGING- Exception Needed (Out-of-State)	Lodging exception \$38.00 per day.	38.00	X
<input type="checkbox"/>	Jun 12, 2014	MEAL - Standard Rate		36.00	X

**Recalculate Per Diem** **View or Submit Report**

Note: Recalculate Per Diem refreshes all default lodging and meals.

## Adding Attachments

24. To add attachments, click the edit icon in the **Attachments** section:

**Attachments**

25. Click **New** in the Documents screen:

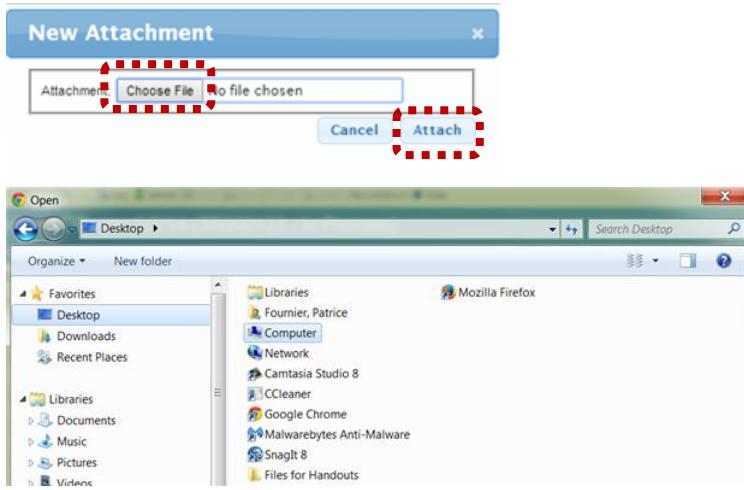
Expense Report Actions **New** Refresh Open Save Copy Delete More Actions Close

Portland ORegon 6/9/14 (TR000133 - In Process)

Patrice Fournier (ID: 00488473)

Document Name

26. The **New Attachment** dialog box displays. Click **Choose File** to browse your computer for the desired document  
IT Training & Development 21  
8/20/2015



When the document is selected, click **Attach**.

**Note:** Only attach the following file types: pdf, jpeg or gif. Do not attach Word or Excel documents. File attachments are limited to 1MB or less each.

## Adding Comments

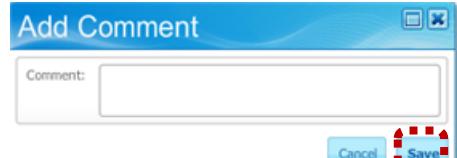
27. To add comments, click the edit icon in the **Comments** section:

Comments



28. The **Add Comment** dialog box displays, enter comments and click **Save**:

29. When completed click **View or Submit Report** to view the TA Summary.



## Submitting the Travel Authorization Report

The authorization report displays. To review the report, click the page numbers or forward arrow at the bottom of the screen. To process the report select one of the following:

- **Request Advance** – Submits the report 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 through Workflow. An advance will be generated before the trip, but will be reimbursed for any allowable out-of-pocket travel costs once the Travel Expense Report (TR) is submitted and approved after travel is completed. **Note:** Do not select **Submit** if an advance is being requested.
- **Print** – Prints the report, but does not process the report.
- **View Related Documents** – Displays any attached documents.

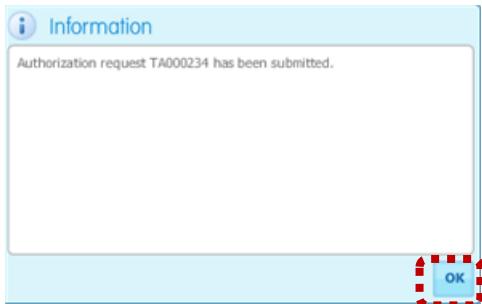
The screenshot shows a web-based application for managing travel authorization reports. At the top, it displays the user's name, Patrice Fournier (ID: 00488473). Below this, there are several sections with edit icons:

- General Information:** Includes fields for Report Type (Out-of-State), Report Date (Jun 06, 2014), Pay Amount (748.00 USD), Purpose (Conference/Training), Relocation (No), and Affiliation (Employee). Description: Higher Ed Training Development Conference 6/9/14 - 6/12/14.
- User Activity History:** Shows initiation details: Initiated By: Patrice Fournier (ID:00488473), Sent to traveler by:, Submitted by:.
- E-Mail Address:** pfournier@ewu.edu
- Itinerary:** From: Jun 09, 2014 7:30 AM Cheney, Washington United States; To: Jun 12, 2014 6:30 PM Portland, Oregon United States.
- Attachments:** (empty)
- Comments:** (empty)

At the bottom, there is a navigation bar with page numbers (1, 2, 3, 4, 5) and a set of buttons enclosed in a red dashed box:

- Request Advance
- Submit
- Print
- View Related Documents

30. When submitted, a dialog box displays with the authorization document number. Click **OK**.



**Note:** If a travel advance is requested the **Advance Request** dialog box displays:

**Patrice Fournier (ID: 00488473)**

**Authorization Information**

Report Name: Boston 6/13/14	Report Type: Out-of-State
Report Date: Jun 11, 2014	Trip start date: Jun 11, 2014
Purpose: Conference/Training	Trip end date: Jun 11, 2014
Description: Boston ASTD training conference 6/13/14 - 6/17/14.	

**Advance Request**

Description:

Requested amount: \*  Payment will be made on or after Jun 11, 2014

Note: All Advances should be accounted for within 30 days of your trip end date.

**Remittance Address**

HR Campus Address: 307 MON  
Campus, WA 0

**E-Mail Address**

p.fournier@ewu.edu

**Comments**

- Enter the advance request description and the requested amount in the applicable fields. Click **Submit**.
- Once submitted, Workflow generates an email directing. Access the email and click the [Workflow](#) link, in the body of the email. The **Confirm Advance Deduction** screen displays in workflow.

## Travel & Expense Advance Certification Needed by Traveler for TV000122

Travel\_Workflow\_Do\_Not\_Reply@ewu.edu

Sent: Thu 8/7/2014 9:04 AM

To: Traveler@ewu.edu

Dear Traveler ,

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: 445.00 USD
- Travel Advance Document: TV000122

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

- Read and click **Complete** to the Confirm Advance Deduction. This informs the traveler that Eastern will deduct any delinquent unpaid advance overages from the traveler/employee's paycheck. The TA and Advance request will forward to the first-line supervisor for review.



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

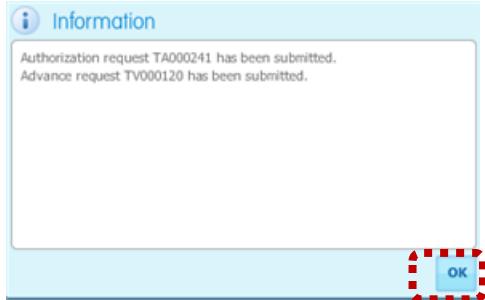
[Top](#)

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- The TA has now been submitted to the designated supervisor for review and further processing. **Be sure to follow up with your CTA-holder to confirm that all department-paid travel expenses are completed before travel occurs.**

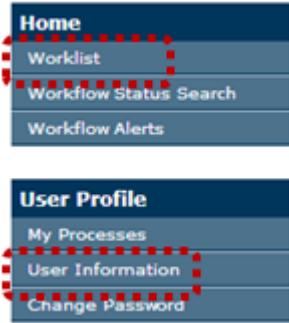
**Note:** Advances are limited to the amount of reimbursable travel expenses. This includes any valid business cost paid by the traveler during the trip. It also includes meal per diem earned during the trip. If an advance is requested for more than the actual reimbursable costs on the trip, the difference must be refunded to the University.

- When submitted a dialog box displays with the authorization document number and advance request document number. Click **OK**.



## Workflow Proxies

Workflow is the system that works with TEMS to route notifications and approvals to the appropriate EWU TEMS Users. Workflow has two primary screens that will be important to a Travel Approver. To access Workflow directly, access the Banner Travel & Expense System web site (<http://access.ewu.edu/travel/banner-travel-and-expense-system>). Select the TEMS Workflow link to access Workflow.



**Worklist** – The Worklist is a screen that shows all workflow tasks assigned to TEMS Approver. To access the Worklist, click on the **Worklist** link in the Home menu on the upper left corner in Workflow. If there active workflow tasks, they display in this screen. Click on the task link for the TEMS document to review.

**User Information** – All Travel Approver user information is established when the Approver is granted access to TEMS and Workflow. However, an Approver may setup a Proxy to conduct travel review on the Approver's behalf. This is done in the User Information section of Workflow. You may add and remove proxies as needed. 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](#)

[Save User Profile](#) [Reset](#)

### My Roles

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

Add Role  
Add Proxy  
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.

Organization - RoleName: Root - Travel Approver

User:

aburkley ▾

Effective From:

11-Jun-2014 04:46:56 PM

[...]

Effective To:

Confidential:

Non-Confidential:

[Save](#) [Reset](#)

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

## 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 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 (department paid).

Timothy Davenport (ID: 00175213)

**General Information**

Report Type: In-State	Report Date: Jun 02, 2014	Pay Amount: 306.56 USD
Purpose: Conference/Training	Relocation: No	Affiliation: Employee
Description: Training in Olympia		

**User Activity History**

Initiated By: Timothy Davenport (ID:00175213)
Sent to traveler by:
Submitted by: Timothy Davenport (ID:00175213)

**E-Mail Address**

tdavenport@ewu.edu

**Itinerary**

From: Jun 15, 2014 7:30 PM Cheney To: Jun 16, 2014 7:00 PM Seattle

**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 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:   
**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 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 shows a software interface with a red dashed border around the top section. Inside this border, there is a heading "Approval Status" followed by four radio button 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 for Correction (Describe required corrections in the comment section below when this option is selected.)
- Final Approval (Send to Travel Accounting)

Below this section is a label "Approver Comments:" followed by a large empty text area.

Further down the page, there is a label "Additional Approver:" followed by a text input field. A note below states: "NOTE: The additional approver MUST be the approver's EWU email address." Below this note is a link: "Use the [Travel & Expense Page](#) to review more detail of the expense." At the bottom of the page, there is a section for "Administration use ONLY" with two entries: "Circulation: 268" and "Node: 10". At the very bottom are three buttons: "Complete" (highlighted with a red box), "Save & Close", and "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:**

- When travel has requested an advance an 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.

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

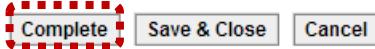
3. The **Cash Advance Notice and Acknowledgement** page in workflow displays. Click **Complete**.

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).

Patrice Fournier (ID: 00488473)

**General Information**

Report Type: Out-of-State  
Purpose: Conference/Training  
Description: Boston ASTD training conference 6/13/14 - 6/17/14.

Report Date: Jun 11, 2014  
Relocation: No

Pay Amount: 71.00 USD  
Affiliation: Employee

**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**

7. After viewing the preview report, close the browser tab to return to workflow.
8. 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:

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:

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).

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)

Approvers 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

**Complete** **Save & Close** **Cancel**

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 Reports

Once travel is completed, a Travel Expense Report (TR) must be submitted to report actual expenses and close travel. Also, additional expenses may be reported. The TR creates the reimbursement (if applicable) and releases the budget encumbered by the associated TA. The following provides instructions on creating TRs in TEMS.

### Authorization Reports >

1. Select the applicable authorization report from the **Authorization List**:

2. Click **Generate Expense Report** in the bottom right corner:



3. The **Generate Expense Report** dialog box displays:

4. Click **Save**. The new expense report is saved in the **Expense Report List**.

Expense Report List for Patrice Fournier										
Search by Report Name										
Advanced Search										
Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Expense Total	Advance	Report Total	
Portland ORegon 6/9/14	TR000133	Jun 11, 2014	In Process	Jun 11, 2014	748.00	1,297.00	2,045.00	0.00	2,045.00	

5. Double click the new expense report to view.

- 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).

## Portland ORegon 6/9/14 (TR000133 - In Process)

Patrice Fournier (ID: 00488473)

### General Information

Report Type: Out-of-State      Report Date: Jun 11, 2014  
Purpose: Conference/Training      Relocation: No  
Description: Higher Ed Training Development Conference 6/9/14 - 6/12/14



### User Activity History

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

### Remittance Address

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



### E-Mail Address

pfoutnier@ewu.edu



### Itinerary

From: Jun 09, 2014 7:30 AM Cheney, Washington United States      To: Jun 12, 2014 6:30 PM Portland, Oregon United States



### Attachments



### Comments



[Submit](#) [Print](#) [View Related Documents](#)

### Expense Report >

General Information

Itinerary

Expenses

Attachments

Comments

Related Documents

Status History

6. To add additional expenses, click **Expenses** in the left-hand column:

7. The **Add Expenses** page displays, enter applicable expense items:

## Portland ORegon 6/9/14 (TR000133 - In Process)

### Add Expenses

Date:	* Jun 09, 2014	<input type="button" value=""/>	Type:	* Select	Receipt Amount:	* 0	USD
Paid By:	* Select	Provider:	Location:				
Description:							Funding
<input type="button" value="Clear"/> <input type="button" value="Save"/>							
	Date	Type	Description		Pay in USD	Pay in USD	
<input type="checkbox"/>	Jun 09, 2014	LODGING- Exception Need	Lodging exception \$38.00 per day.		38.00	38.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 09, 2014	MISC-Conference Registr	Conference fee.		950.00	950.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 09, 2014	TRANS - Airfare (Out of St	Airfare - round trips, Spokane to Portland.		347.00	347.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 09, 2014	LODGING - Standard Rate			126.00	126.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 09, 2014	MEAL - Standard Rate			50.00	50.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 10, 2014	LODGING- Exception Need	Lodging exception \$38.00 per day.		38.00	38.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 10, 2014	LODGING - Standard Rate			126.00	126.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 10, 2014	MEAL - Standard Rate			66.00	66.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 11, 2014	LODGING- Exception Need	Lodging exception \$38.00 per day.		38.00	38.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 11, 2014	LODGING - Standard Rate			126.00	126.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 11, 2014	MEAL - Standard Rate			66.00	66.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 12, 2014	LODGING- Exception Need	Lodging exception \$38.00 per day.		38.00	38.00	<input type="button" value="X"/>
<input type="checkbox"/>	Jun 12, 2014	MEAL - Standard Rate			36.00	36.00	<input type="button" value="X"/>

- When all expense have been added **View or Submit**:  to save and return to the expense report summary.
- To add attachments, click the edit icon in the **Attachments** section:

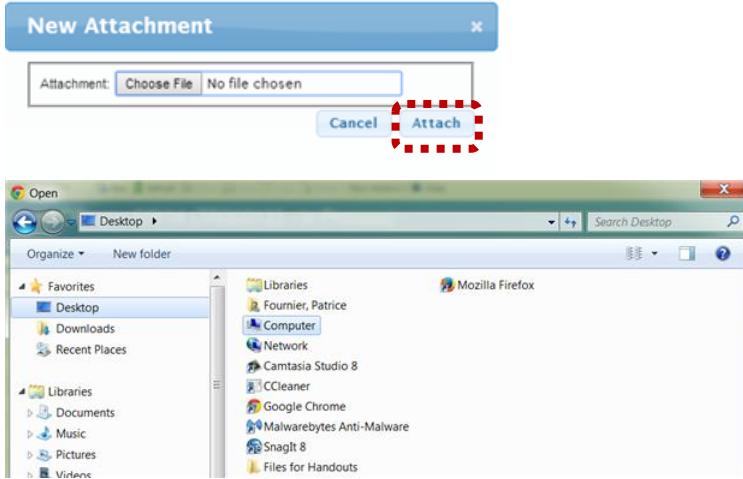
[Attachments](#)



- Click **New** in the documents screen:

Expense Report Actions							
<input type="button" value="New"/>	<input type="button" value="Refresh"/>	<input type="button" value="Open"/>	<input type="button" value="Save"/>	<input type="button" value="Copy"/>	<input type="button" value="Delete"/>	<input type="button" value="More Actions"/>	<input type="button" value="Close"/>
Portland ORegon 6/9/14 (TR000133 - In Process)							
Patrice Fournier (ID: 00488473)							
Document Name							

11. The New Attachment dialog box displays. Click **Choose File** to browse your computer for the desired document.



➤ When the document is selected, click **Attach**.

**Note:** Only attach the following file types: pdf, jpeg or gif. Do not attach Word or Excel documents. There may be file size limits for attached documents.

12. When completed click **View or Submit Report** to save and return to the expense report summary.

13. To add comments, click the edit icon in the **Comments** section:

Comments



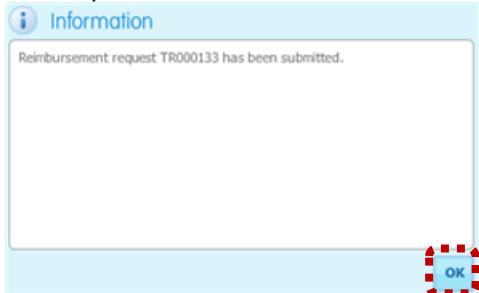
14. The **Add Comment** dialog box displays, enter comments and click **Save**:

15. When all additional expenses (if any) are entered, and documents and comments are added (if applicable), click **Submit** to submit the expense report for approval.



➤ Click **Yes** to confirm the final expense report:

- The request reimbursement confirmation dialog box displays. Click **OK**.



**Note:** The TR will now forward through Workflow to the designated supervisor. Status updates are generated from Workflow via email as the TR progresses through the approval process.

## 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.

- 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.

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

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 (department paid).

## ASTD - DC (TR000126 - Submitted)

Patrice Fournier (ID: 00488473)

**General Information**

Report Type: Out-of-State  
Purpose: Conference/Training  
Description:

Report Date: Jun 06, 2014  
Relocation: No

Pay Amount: 554.00 USD  
Affiliation: Employee

**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 MON  
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 08, 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:   
**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)

Approvers 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.

## Reviewing Travel

The following provides instructions on reviewing travel.

1. Access TEMS and click the **Expense Manager** tab:
2. The left-hand column displays links for Outstanding Advances, Authorization Reports and Expense Reports. Click



the desired link:

- **Outstanding Advance** – Displays any outstanding travel advances. Double click the desired advance to view details.

Report Name	Report ID	Trip Start Date	Trip End Date	Status	Status Date	Outstanding Advance
Seattle 04-19-14	TA000035	Apr 19, 2014	Apr 21, 2014	Overdue	May 22, 2014	569.04
Barstow CA 5/23/14	TA000201	May 25, 2014	May 30, 2014	Outstanding	May 21, 2014	1,085.00

- **Authorization Reports** – Displays all authorization reports and status (approved, submitted, denied, etc.). Double click the desired authorization report to view details. Double click the desired authorization report to view details.

Authorization Report Actions:

### Authorization Report List for [ ]

Search by Report Name:

Advanced Search

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Report Total
Washington DC	TA000216	Jun 04, 2014	Submitted	Jun 02, 2014	1,251.00	1,200.00	2,451.00
Barstow CA 5/23/14	TA000201	May 21, 2014	Approved	May 21, 2014	1,085.00	0.00	1,085.00
San Diego - 6/1/14	TA000196	May 21, 2014	Approved	May 21, 2014	2,706.00	0.00	2,706.00
ASTD - DC	TA000079	Mar 20, 2014	Approved	Mar 20, 2014	554.00	0.00	554.00
Seattle 04-19-14	TA000035	Mar 19, 2014	Approved	Mar 19, 2014	568.04	250.00	819.04
Seattle 04/14 delegate test (Tim)	TA000026	Mar 19, 2014	Approved	Mar 19, 2014	472.00	600.00	1,072.00
San Francisco 6/1/14	TA000044	Mar 19, 2014	Approved	Mar 19, 2014	1,768.00	3,950.00	5,718.00

- **Expense Reports** – Displays expense reports. Double click the desired expense report to view details.

### Expense Report List for [ ]

Search by Report Name:

Advanced Search

Report Name	Report ID	Report Date	Status	Status Date	Reimbursable	Non-Reimbursable	Expense Total	Advance	Report Total
San Diego - 6/1/14	TR000112	May 21, 2014	Paid	May 21, 2014	2,806.00	0.00	2,806.00	0.00	2,806.00
Barstow CA 5/23/14	TR000111	May 21, 2014	In Process	May 21, 2014	1,085.00	0.00	1,085.00	0.00	1,085.00
Seattle 04/14 delegate test (Tim)	TR000037	Apr 30, 2014	Paid	Mar 19, 2014	395.00	600.00	995.00	-395.00	600.00
Training Test	TR000017	Apr 18, 2014	Paid	Mar 19, 2014	369.00	0.00	369.00	-269.00	100.00
Expense w/o Auth	TR000040	Mar 19, 2014	Paid	Apr 25, 2014	129.00	150.00	279.00	0.00	279.00
San Francisco 6/1/14	TR000033	Mar 19, 2014	Paid	Apr 25, 2014	1,584.00	3,950.00	5,534.00	0.00	5,534.00

### Status Types:

- **In Process** – the current document is in process, but not yet submitted
- **Submitted** – the document has been submitted for next approval
- **Pending Review** – the document is waiting for next approver review
- **Returned for Correction** – the document has been sent back for corrections
- **Approved** – the document has been approved
- **Approval Denied** – the document has been disapproved
- **Ready to Pay** – the cash advance or reimbursement waiting for check run
- **Paid** – the cash advance or expense reimbursement has been paid
- **Canceled** – the document has been cancelled
- **Error** – the document has errors, contact EWU Travel Accounting

## Status History

To check the status of a travel authorization and/or travel expense report, access the desired report. In the left-hand



navigation column click **Status History**:

The first tab displays the report status:

### HBerry 070615 Miami (TR000405 - Ready To Pay)

Expense Report Workflow Approvals  
HBerry (ID: 09971537)

#### Expense

Report ID	Status	Date	Message
TR000405	Ready To Pay	Jul 16, 2015 8:31 AM	Invoice TR000405 was created and posted.
TR000405	Approved	Jul 16, 2015 8:30 AM	TRNG only
TR000405	Submitted	Jun 29, 2015 3:55 PM	Reimbursement request TR000405 has been submitted.
TR000405	In Process	Jun 29, 2015 3:38 PM	Request document created.

Click the **Workflow Approvals** tab to view the workflow status:

The screenshot shows a blue header bar with the text "HBerry 070615 Miami (TR000405 - Ready To Pay)". Below the header, there are two tabs: "Expense Report" and "Workflow Approvals", with "Workflow Approvals" being the active tab. A red dashed box highlights the "Workflow Approvals" tab. Below the tabs, the text "Halle Berry (ID: 09571537)" is displayed. The main content area is titled "Expense" and contains a table with five rows of data. The columns are "Report ID", "Status", "Status Date", "Approver", and "Comments". The data is as follows:

Report ID	Status	Status Date	Approver	Comments
TR000405	Approved	Jul 16, 2015 8:30 AM	James Douglas Waterman	TRNG only
TR000405	Pending approval	Jun 29, 2015 4:08 PM	James Douglas Waterman	
TR000405	Approved	Jun 29, 2015 4:07 PM	Patrice R Fournier	
TR000405	Pending approval	Jun 29, 2015 3:56 PM	Patrice R Fournier	

## Cancelling Travel

The following provides instructions on cancelling travel. Cancelling travel releases the budget encumbrance.

- Travel can be cancelled by the approver or by Travel Accounting during the travel authorization report process or during the expense reimbursement approval process.

1. Select the **Expense Manager** tab:

**Expense Manager**

2. Select **Authorization Reports** in the left-hand column:

**Authorization Reports** ➤

3. Select the desired authorization. Click the **More Options** drop-down and select **Release Budget**.

The screenshot shows a list of authorization reports for "Patrice Fournier". At the top, there is a toolbar with various icons for actions like New, Refresh, Open, Save, Copy, Delete, and More Actions. The "More Actions" dropdown is open, and the option "Release Budget" is highlighted with a red dashed box. The main table lists two reports: "Washington DC" and "Barstow CA 5/23/14". The table columns are "Report Name", "Report ID", "Report Date", "Status", and "Status Date".

Report Name	Report ID	Report Date	Status	Status Date
Washington DC	TA000216	Jun 04, 2014	Submitted	Jun 02, 2014
Barstow CA 5/23/14	TA000201	May 21, 2014	Approved	May 21, 2014

**Note:** If a cash advance was issued it must be returned. Contact Travel Accounting for more information.

## Appendix A - TEMS EWU Employee Travel Guide

This section describes university travel procedures using the Banner Travel and Expense Management System (TEMS). This information should be used in conjunction with other travel guidelines and state travel policy available on the EWU Travel Accounting website. For assistance, contact EWU Travel Accounting at 509-359-2249.

Procedures described in this section include:

- Expense Types and Payment Methods
- Paying for Transportation or Registration Fees
- Requesting a Cash Advance and repayment procedures
- Routing Documents for Approval
- TEMS Document Types
- Using a Proxy
- Delegate/Approver Changes and Employee Separations
- Considerations for travel crossing the fiscal year or in the next fiscal year

- Cancelling a Travel Authorization
- Reporting System Errors
- Attachments and Document Retention Requirements
- Getting Help
- FAQs

## TEMS Travel Overview

1. Initial set up
  - Enroll in TEMS training through the [OIT Training Scheduler](#).
  - Access to TEMS will be available upon completing training.
2. Log into TEMS. TEMS is web-based and available off-campus. If on campus, use the [Banner secure links](#) to access TEMS. If off campus (outside the EWU network), navigate to the [EWU Travel Accounting](#) site.<sup>1</sup>
3. Update your profile in TEMS if needed
  - Set your supervisor as your approver.
  - Review and select your current mailing address; update through Self-Service Banner (EagleNet) if needed.
  - Update your funding default if needed; it facilitates expense allocation.
  - You must log out of TEMS before profile changes become active.
4. Create a new Travel Authorization (TA)<sup>2</sup>
  - The trip report name should be entered as: Destination (first city) followed by the date. Example: Seattle MM-DD-YY

**Note:** The report date determines the posting date in Banner Finance. In most cases, the report date should be the current date (default). Do not enter a report date within a fiscal period that is already closed in Banner Finance. Contact EWU Travel Accounting for assistance if needed.

- TEMS does not procure transportation automatically or purchase an airline ticket or pay for a rental car. TEMS provides prompts for user action by selecting the applicable payment method and routing the document to the appropriate cardholder(s). Initiate transportation procurement by selecting the appropriate "Paid By" method from the dropdown list.
  - **Department:** This signals the department CTA cardholder<sup>3</sup> to pay for transportation and/or the pcard holder to pay for conference registration. Enter the vendor name (or travel agency) and phone number in the description field.
  - **Travel Accounting:** This signals the EWU Travel Accounting Office to pay for transportation using the central CTA card; the expenses will be distributed to the Banner Index Code(s) assigned to the TA. This method can also be used to pay for expenses that cannot be procured using the CTA or P-Card; a check will be sent to the vendor address provided. Attach the invoice or other supporting detail.

**Note:** The supervisor should route the TA to the cardholder(s) before final routing to EWU Travel Accounting. Refer to routing instructions later in this document.

<sup>1</sup> System requirements: TEMS is compatible with most operating systems and web browsers. If using an Apple PC, use the Firefox browser rather than Safari (if adding attachments). Note that TEMS requires Adobe Flash and JAVA. There is no mobile app.

<sup>2</sup> For future trips, you can copy an existing TA instead of creating new one.

<sup>3</sup> CTA (central travel account) is a credit card account issued through EWU Travel Accounting to a designated EWU employee for departmental purchase of transportation expenses. Contact EWU Travel Accounting for more information. P-Cards (purchasing cards) are credit cards issued through the EWU Purchasing Department for purchase of allowable items including conference registration fees. Contact the EWU Purchasing Department for more information.

The payment method selection takes the place of the transportation request.

P-Card and CTA Cardholders: When a new TA is created, TEMS generates the next available TA document number which can be used (by the cardholder) as a control number to authorize/track purchases. Reference the TA number when distributing expenses in PaymentNet.

- Select the applicable expense type.
- Attach supporting documents. PDF format is preferred (do not use MS Office formats).<sup>4</sup> File size is limited to 1 MB each, but there's no limit to the number of files that can be attached. Examples include:
  - Airline flight itinerary (or airfare quote)
  - Conference agenda (shows any meals provided) and registration form
  - Any other materials needed to assist the P-Card and/or CTA cardholders with procurement and supporting documentation
- If needed choose "LODGING – Exception Needed" (either in-state or out-of-state) from the expense type dropdown list and enter the estimated amount that exceeds the standard lodging rate. The amount can be assigned to each day using the repeat function. Enter the reason for the exception as allowed by state travel policy (see EWU Travel Accounting site for details). This is how your supervisor approves a lodging exception.

## 5. Cash advances

- Cash advances can be requested using TEMS; see the TEMS User Guide.
- Account for advances upon return from trip by completing the Expense Report. Return any excess portion to the SFS Cashier's Office. The Cashier will use detail code 6417 to record the recovery and should reference the TA number associated with the cash advance. Scan and attach your receipt to the Expense Report prior to submission. If you misplace your receipt, ask the SFS Cashiers Office for a duplicate.

Note: ACH direct deposit is much faster and more efficient than getting a paper check by mail. The direct deposit form is available from the [EWU Accounts Payable website](#). Frequent travelers can provide further efficiencies by applying for the [EWU corporate travel card](#) (no need for cash advances).

## 6. Routing for approvals – Travel Authorization

- The traveler user profile within TEMS contains the first approver (should always be the traveler's supervisor). This is where the document is routed for the first approval upon submission. Any additional approvals are routed as needed on an ad hoc basis. Approval notifications are sent via email prompting action in Workflow.
- Route the document for additional approvals as needed:
  - **Budget authority** – for each Index code used to pay expenses.
  - **CTA cardholder** – for transportation procurement. The vendor name (or travel agency) and phone number must be included in the description field. Attach the flight itinerary to assist the CTA holder with airline ticket purchases.
  - **P-card holder** – for conference registration payment. The vendor name and phone number must be included in the description field. Attach the registration form or include the website URL for online registration.
  - **Department VP or designee** – required for travel to foreign countries (excluding British Columbia) or Hawaii.

<sup>4</sup> PDF (Portable Document Format) is a file format used to present documents in a manner independent of application software, hardware, and operating systems (source: Wikipedia). Contact the [OIT HelpDesk](#) if you need assistance with PDF files.

- **EWU Grants Office** – for sponsored programs (most Index 5 codes). Approve and forward for additional approval to: [nmiller@ewu.edu](mailto:nmiller@ewu.edu)
- **Final Approval (Send to Travel Accounting)** – for compliance review and final approval/payment. Once approved, the document status will change from “Submitted” to “Approved”. Financial transactions such as encumbrances, advances or expenses will post to Banner Finance with reference to the source document.

**Note:** If unsure where to send the document next, route it back to the Delegate (if available) who will forward the document for additional approvals as needed. For additional assistance, contact EWU Travel Accounting.

7. Upon return from trip, log into TEMS, select the associated TA and click “Generate Expense Report”.
  - The TA will be copied into a new Expense Report. Assign the report name (generally same as the TA), enter the report date, and traveler affiliation. The report date determines the posting date in Banner Finance.

**Note:** Do not enter a report date within a fiscal period that is already closed in Banner Finance. Contact EWU Travel Accounting for assistance if needed.

    - Enter allowable expenses and adjust meal allowances as needed; see **TEMS User Guide** for instructions.
    - Enter lodging tax separately; it is not included in the per diem lodging allowance. Choose expense type “LODGING – Taxes” (either in-state or out-of state). Use the repeat function to claim lodging tax for each day.
    - Attach supporting documents. Collect/scan your original receipts and attach those documents to your Expense Report within TEMS. PDF format is preferred (do not use MS Office formats). There is no limit to the number of files (documents) that can be attached but each file is limited to 1 MB.<sup>5</sup> Your documents will be retained in TEMS for at least six years (document retention requirement). After your travel document is approved by EWU Travel Accounting, you may toss/shred the original receipts. Examples of supporting documents include the airline flight itinerary, lodging and auto rental receipts, and other travel receipts required by travel policy.
    - Submit the Expense Report to your direct supervisor who will review and select **Final Approval (send to Travel Accounting)** for compliance review and payment within five business days. If corrections are needed, the document will be returned via Workflow with comments.
8. Pre-trip reimbursements: Out-of-pocket purchases such as airfare or conference registrations may be reimbursed pre-trip using the Expense Reports (TR) function after the Travel Authorization (TA) is approved. Attach receipts. When you initiate the Travel Expense report, a dialog box will pop up asking if this is your final reimbursement: Say “No”. This action keeps your TA and encumbrance open so that you can submit another expense report upon return from trip.
9. Cancelling a trip
  - Return any cash advance to the SFS Cashiers Office.
  - Release the budget in TEMS; see instructions in the **TEMS User Guide**.
10. TEMS Document Types<sup>6</sup>
  - Travel documents post to Banner Finance using a unique two letter prefix:
    - TA – Travel Authorization (encumbrances)
    - TR – Expense Report (expenses, encumbrance liquidation)
    - TV – Cash advance (general ledger account only)
    - TJ – Cash advance recovery (general ledger account only)

<sup>5</sup> To reduce the size of scanned documents, reduce resolution to 300 dpi and use black and white rather than color.

<sup>6</sup> Fiscal personnel: posting activities in Banner Finance are as follows:

## 11. Delegate / Approver Changes and Employee Separations

- Contact EWU Travel Accounting for instructions.

## 12. Setting a Proxy

- A proxy acts on behalf of the Approver. See instructions in the *TEMS User Guide* or contact EWU Travel Accounting for assistance.

## 13. Considerations for travel crossing fiscal years or in the next fiscal year

- The report date on the TA and Expense Report determines the posting date in Banner Finance.
  - For travel crossing fiscal years, determine which fiscal year budget should be used and enter the report date accordingly – June for old year, July for new year. For old year, the TR must be dated June 30. Do not enter a TA in the old year and then use July for the Expense Report date; the encumbrance will not be rolled forward until early August and payment cannot be processed timely.
  - For next year travel, the report date should be July 1 or later for both the TA and Expense Report.

## 14. Getting Help

- Contact [EWU Travel Accounting](#) for questions about TEMS travel procedures or functionality.
- If you experience a system error or have issues with Workflow, submit a ticket through the [OIT HelpDesk](#). Select “I need help with Banner Travel and Expense” from the dropdown list.

## 15. Reporting Errors / Known System Issues

- If you experience a system error, take a screenshot and submit a ticket through the [OIT HelpDesk](#). Select “I need help with Banner Travel and Expense” from the dropdown list. Describe the steps taken prior to encountering the error.
- There are known system issues with TEMS which are under review with the software manufacturer. Users may encounter “An unspecified constraint violation exception has occurred” when populating or modifying the itinerary. Click the OK button twice to clear the error and continue.

- 
- TA approved – encumbrance posts to assigned index code(s).
  - TR approved – encumbrance is reversed and expense is posted.
  - Cash advances are not encumbered (posts to a general ledger account monitored by EWU Travel Accounting).

## Frequently Asked Questions (FAQs) for TEMS:

- I am new to Eastern, how do I get started using TEMS for university business travel?

*Contact EWU Travel Accounting. If your department is included in the phased roll-out then you will be directed to the Training Scheduler to enroll for TEMS training. Once training is completed, you'll be provided access to TEMS via a confirmation email.*

- I'm tech savvy. Do I really need to attend TEMS training?

*At present, only classroom instruction is available. Online training options are being explored.*

- I attended training but I don't remember how to use TEMS. Where can I find help?

*Refer to the [TEMS website](#) to access the user guides and other materials. Contact EWU Travel Accounting for further assistance.*

- I don't remember my TEMS logon or password. What should I do?

*Your TEMS logon ID and password is the same that is used to access the campus network (if using SSO). Alternatively, use your EagleNet logon ID and password (PIN) to access TEMS directly. Submit a web help desk ticket to request a password reset, if needed.*

- I made a mistake on my TA and it's already been submitted. What should I do now?

*Several options may be possible depending on the status of the TA. Contact EWU Travel Accounting and provide the TA number.*

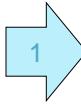
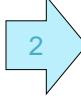
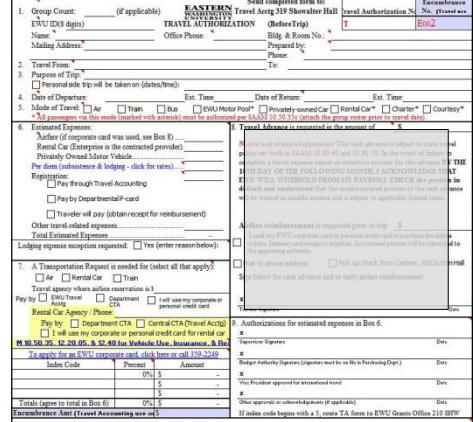
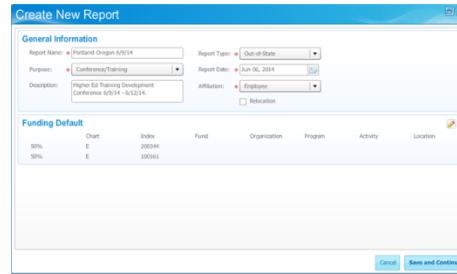
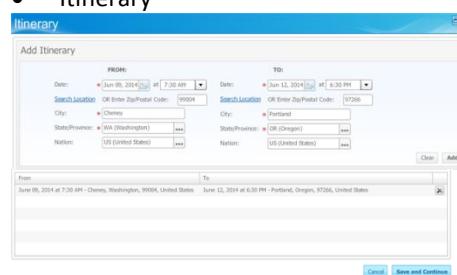
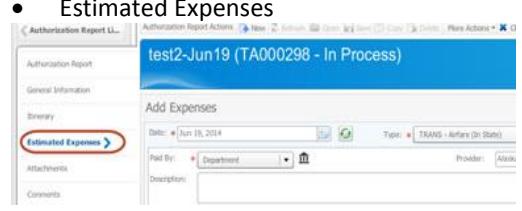
### TEMS Expense Types

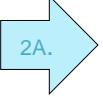
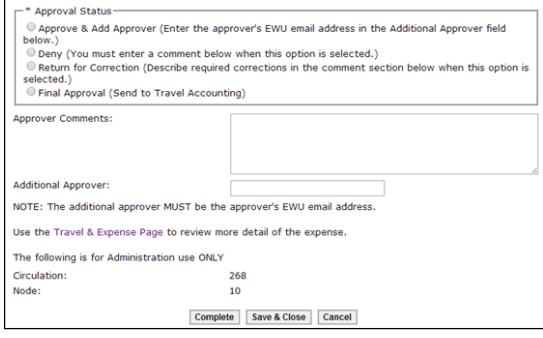
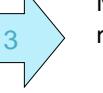
#### TEMS Expense Types

Name	Group	Account	When to Use
LODGING - Standard Rate	Lodging	71710	System calculated based on destination where lodging is obtain for the night.
LODGING- Exception Needed (In-State)	Lodging	71710	Use when in-state lodging costs exceed max per diem; enter reason in description box.
LODGING- Exception Needed (Out-of-State)	Lodging	71720	Use when out-of-state lodging costs exceed max per diem; enter reason in description box.
LODGING- Group	Lodging	71710	Use for group travel lodging
LODGING- Resort fee / Safe Warranty	Other	71740	Use for mandatory hotel charges; not part of per diem
LODGING- Taxes (In-State)	Lodging	71710	Separately enter lodging in-state lodging taxes; it's not included in the allowance calculation.
LODGING- Taxes (Out-of-State)	Lodging	71720	Separately enter lodging out-of-state lodging taxes; it's not included in the allowance calculation.
MEAL - Standard Rate	Meals	71710	System calculated based on destination where lodging is obtain for the night.
MEAL- Group, Breakfast	Meals	71710	Use for group travel breakfast.
MEAL- Group, Lunch	Meals	71710	Use for group travel lunch.
MEAL- Group, Dinner	Meals	71710	Use for group travel dinner.
MISC-Conference Registration	Other	71461	Use for conference and other similar registration fees.
MISC-Internet	Other	71740	Use for internet use charges.
MISC-Other (Desc Req'd)	Other	71740	Other travel-related expenses (description required); attach receipts.
TRANS - Airfare (In State)	Transportation	71712	Use for in-state airline ticket expenses.
TRANS - Airfare (Out of State)	Transportation	71722	Use for out-of-state airline ticket expenses.
TRANS - EWU Motor Pool	Transportation	71740	Use for EWU motor pool charges; these are non-reimbursable (charged via Journal Voucher).
TRANS - Gas / Fuel	Transportation	71740	Use for reimbursement for gas/fuel charges; attach receipts.
TRANS - Ground Transportation	Transportation	71740	Use for taxi, shuttle, transit, ferry, etc.; attach receipts for charges exceeding \$50.
TRANS - Mileage (POV)	Transportation	71730	Enter the number of round trip and vicinity miles when using personal vehicles.
TRANS - Parking	Transportation	71740	Use of parking fee reimbursement.
TRANS - Rental Car	Transportation	71740	Use of rental car charges/reimbursement.

### Before and After TEMS

The following chart highlights the key differences between the current, paper-based, travel procedures and process and new on-line process using the Travel and Expense Management Systems (TEMS). For detailed information on EWU travel policies, guidelines and TEMS user guides visit the EWU Travel Accounting website.

PROCESS STEP	EXISTING (paper-based) PROCESS	TEMS PROCESS
1 	Familiarize Yourself with State Travel Policy. Refer to the state policy and other travel guidelines at the <a href="#">EWU Travel Accounting website</a> .	<b>NO CHANGE.</b> Refer to the state policy and other travel guidelines at the <a href="#">EWU Travel Accounting website</a> .
2 	Obtain Travel Authorization Complete the top portion of the Travel Authorization (TA) form: <ul style="list-style-type: none"> <li>• Itinerary</li> <li>• Estimated expenses, including per diem.</li> <li>• Transportation requests</li> <li>• Travel Advance (see 2A below)</li> <li>• Supervisory and Budgetary Approval(see 2B below)</li> </ul> 	Access <b>TEMS</b> to create an <u>Authorization Report</u> :   <ul style="list-style-type: none"> <li>• <b>Itinerary</b> </li> <li>• <b>Estimated Expenses</b> </li> <li>• <b>Transportation requests</b> </li> </ul> <p>TEMS does not procure transportation automatically – it doesn't purchase an airline ticket or pay for a rental car. What it provides is prompting for actions by selecting the applicable payment method and routing the document to the appropriate card holder. Initiate by selecting the appropriate "Paid By" method.</p> <ul style="list-style-type: none"> <li>• Travel Advance (see 2A below)</li> <li>• Supervisory and Budgetary Approval (see 2B below)</li> </ul>

<p> 2A.</p> <p><i>Obtain Travel Authorization - Advance</i></p>	<ul style="list-style-type: none"> <li>Travel Advance – complete box 8 on TA form</li> </ul> 	<p><b>• Travel Advance</b></p> 																
<p> 2B.</p> <p><i>Obtain Travel Authorization – Supervisory and Budget Approval</i></p>	<ul style="list-style-type: none"> <li>Route TA form to approver(s) for signature(s) in box 9.</li> </ul> <p><b>9. Authorizations for estimated expenses in Box 6.</b></p> <table border="1"> <tr> <td>Supervisor Signature</td> <td>Date</td> </tr> <tr> <td>x</td> <td></td> </tr> <tr> <td>Budget Authority Signature (signature must be on file in Purchasing Dept.)</td> <td>Date</td> </tr> <tr> <td>x</td> <td></td> </tr> <tr> <td>Vice President approval for international travel</td> <td>Date</td> </tr> <tr> <td>x</td> <td></td> </tr> <tr> <td>Other approvals or acknowledgements (if applicable)</td> <td>Date</td> </tr> <tr> <td colspan="2">If index code begins with a 5, route TA form to EWU Grants Office 210 SHW</td> </tr> </table> <ul style="list-style-type: none"> <li>Send approved TA form to Travel Accounting for processing.</li> </ul>	Supervisor Signature	Date	x		Budget Authority Signature (signature must be on file in Purchasing Dept.)	Date	x		Vice President approval for international travel	Date	x		Other approvals or acknowledgements (if applicable)	Date	If index code begins with a 5, route TA form to EWU Grants Office 210 SHW		<ul style="list-style-type: none"> <li>When Travel Authorization Report has been submitted for approval an email notification is automatically sent to the approver through Workflow.</li> <li>After review and Approver action, TA is automatically routed to any other approvers designated, then finally routed to Travel Accounting for final review and approval.</li> </ul> 
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x																		
Other approvals or acknowledgements (if applicable)	Date																	
If index code begins with a 5, route TA form to EWU Grants Office 210 SHW																		
<p> 3</p> <p><i>Make your reservations</i></p>	<ul style="list-style-type: none"> <li>Make airline (or other carrier) and hotel reservations, conference registrations, etc. per current travel policies and procedures using appropriate method, e.g. Central Travel Account, corporate credit card, personal credit card.</li> </ul>	<ul style="list-style-type: none"> <li>Traveler receives notification of actions taken</li> </ul>																
<p> 4</p> <p><i>Prepare a Travel Expense Voucher (upon trip completion)</i></p>	<ul style="list-style-type: none"> <li>Complete the bottom portion of the Travel Authorization form, i.e. the Travel Expense Voucher (TEV).</li> <li>Attach any required receipts.</li> <li>If actual expenses are \$100 or more than estimate, submit to Budget Authority for approval. Otherwise, forward TEV to Travel Accounting for processing</li> </ul>	<ul style="list-style-type: none"> <li><b>NO CHANGE.</b> Make airline (or other carrier) and hotel reservations, conference registrations, etc. per current travel policies and procedures using appropriate method, e.g. Central Travel Account, corporate credit card, personal credit card.</li> <li>Access TEMS and retrieve the appropriate TA. Click "Generate Expense Report" (TR).</li> <li>Scan required receipts and other supporting document. Attach to TR through TEMS.</li> <li>Submit for approval. When TR has been submitted for approval an email notification is automatically sent to the approver through Workflow.</li> <li>After review and Approver action, TR is automatically routed to any other approver necessary, then finally routed to Travel Accounting for processing.</li> </ul>																