Travel and Expense Management (TEM)

- **What is it?**
  
  *It’s a web-based system for Travel Authorization and Travel Expense Report entry and approvals.*

- **Who will use it?**
  
  *Travelers, Travel Coordinators, Fiscal Officers, and approving officials.*

- **When will this happen?**
  
  *Pilot departments have been selected, and the pilot program will start on May 1, 2013. Full implementation will be phased in starting July 1, 2013.*

- **What else will this new system provide?**
  
  *More comprehensive travel data, analytical reporting of travel expenses, and streamlining of the travel process.*

- **How will we know how to use it?**
  
  *Training will be provided for all users of the new TEM system.*

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- **Questions?**

  *Send an email to ua-tem-questions@alaska.edu*