Traveler Submitting an Expense Report in TEM
Delegate creates travel expense report in TEM – Traveler must review and submit

1. Receive email stating that a new document was created on your behalf. NOTE: The email sender is sydevel@alaska.edu

   ![Travel & Expense Document Review Request](image)

   Dear Lucy Banner,
   
   A new Travel and Expense document has been entered in your behalf. Please check the link below or log into the Travel and Expense Management System to review and submit the document.
   
   Use the Travel & Expense Page to review more detail of the expense

   Document Code: ER000295
   Entered by: Suite Banner
   Document Purpose: Meeting
   Document Description: None
   Document Comments:
   Reimbursement Amount: 63.00 USD
   Pay By: Check Direct Deposit
   Pay Amount: 63.00 USD

2. Click on the link in the email which will automatically initiate TEM

   ![Welcome](image)

3. Log into TEM using your UA ID (30xxxxxx) and 6-digit PIN

4. Click the <Expense Manager> tab at the top of the page.

   ![Expense Manager](image)

5. Click on the <Expense Reports> link in the left-side menu
6. View all travel expense pages by clicking on the navigation buttons at the bottom of the screen.

7. If a correction is necessary, contact your TEM Delegate (Travel Coordinator) to make necessary corrections. Exit TEM.

   If the travel expense report is correct, click the <Submit> button at the bottom-right of the screen.

8. Confirm that this is your final Expense Report for this travel by clicking the <Yes> button.
9. An information box is displayed confirming that your Reimbursement Request was submitted. Click the <OK> button to continue.

10. Exit TEM by clicking the <Sign Out> link at the top right of the form.