Traveler Submitting a Travel Authorization in TEM
Delegate sets up travel 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 ua-finsys@alaska.edu

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

3. Log into TEM using your UA Username and UA Password. This is the same username and password that is used to log into your computer.

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

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

7. If a correction is necessary, contact your TEM delegate (i.e. travel coordinator) to make necessary corrections. Exit TEM.

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

8. An information box is displayed confirming that your Authorization Request was submitted. Click the <OK> button to continue.

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