Travel and Expense Management (TEM)

To Access TEM

1. Launch an internet browser.

2. Enter the following URL:  http://tems.alaska.edu:9042/tvlexp/tvlexp-flex/index.jsp

3. USER NAME: Enter your UA Username.

4. PASSWORD: Enter your UA Password.

Profile Tab

Upon entering the Profile tab you will see 5 sections

Address or Direct Deposit

E-Mail, Approver

Workflow Login ID

Funding Default

To make changes click the Pencil icon.

1. ADDRESS or DIRECT DEPOSIT: Click the Pencil icon and a list of addresses will be displayed. Choose from the list of addresses and click on <Select>. Direct deposit is preferred. If you are not already signed up for direct deposit for travel (separate from payroll direct deposit) please do so on UAOnline.

2. E-MAIL: Click the Pencil icon and select an email and click <Select>. Most commonly used is the preferred email.

3. APPROVER: To add or change an Approver, click the Pencil icon. Choose a search by Last Name or Select Attributes to search by Banner ID, First Name or Last Name. Click <Go>. Highlight the approver and click <Select>.

4. WORKFLOW LOGIN ID: To add or change Workflow Login ID, click the Pencil icon. Enter Workflow ID and click <Save>.

5. FUNDING DEFAULT: To add or remove funding, click the Pencil icon. To add funding, enter B in Chart, enter Fund, and Organization. The Program default will automatically be entered. Sometimes, but rarely will you need to enter an Activity code. Account, Location and Project are not used. Click the <Add> button. To remove Funding Default, click the <X>.

Assign Delegate*

(The delegate has the authority to enter information for your travel into TEM on your behalf.)

1. ADD DELEGATE: To add a delegate, click the <Add Delegate> button.

2. Choose a search by Last Name or Select Attributes to search by Banner ID, First Name or Last Name. Click <Go> Highlight the Delegate and click <Select>.

OIT employees: Please make both Jenell Merrifield and Emery Johnson your delegate.