TEMS Delegate Check List

The following provides a quick checklist for TEMS delegates that prepare travel for others.

- The traveler must access TEMS and designate you (the delegate) as their delegate. If the traveler has not set up a delegate, the delegate cannot process travel for the traveler.

- The delegate must select the applicable traveler from the Delegate tab prior to processing travel for that traveler.

- The delegate may select the applicable approver and funding source (Index/s) for the traveler.

- When completing Travel Authorizations (TA) and Expense Reports (TR), the delegate must select the Traveler Review button to submit the travel documents to the traveler.

- It is the traveler’s responsibility to access the Travel Authorization via Workflow to review the TA, request an advance if applicable, and submit the TA for approval (the approver has already been designated).

- It is the traveler’s responsibility to access the Expense Report via Workflow to review the TR, and submit the TR for approval (the approver has already been designated).

- To view the status of travel documents (TA, TR), the delegate must select the traveler they processed the travel for.

For additional information and processing instructions, refer to the Travel Accounting Banner Travel & Expense System (TEMS) page: http://access.ewu.edu/travel/banner-travel-and-expense-system