What is TEMS?

The Travel & Expense Management System (TEMS) is an integrated Banner module that automates and streamlines the travel authorization, advance request, expense reporting and reimbursement processes.

What does TEMS do?

- Allows the on-line entry of travel authorization (TA) and travel advance (TV) requests.
- Automatically routes requests for management approval via Banner Workflow.
- Provides real-time visibility of the status of travel authorization and advance requests, and travel expense reports.

What are the benefits of TEMS?

- Improved self-service capability through a web-based, electronic process.
- Automatic per diem rates calculations.
- Electronic approval queue allows supervisors and budget authorities the ability to review and approve authorizations, advances and travel expense reports online.
- Improved visibility – real-time tracking of the status of travel authorizations and expense reports.
- Less paperwork supports improved sustainability practices.
TEMS Process Overview

Creating and submitting a Travel Authorization (TA)

- TA created in TEMS; documents attached electronically.
- Can be created by Traveler or Delegate.
- Traveler reviews and submits the TA.
- Only the Traveler can submit.
- TA automatically sent to Approver(s) for review and electronic approval.
- TA can be returned to Traveler for corrections, if needed or TA can be denied.

Creating and submitting a Travel Expense Report (TR)

- Create TR in TEMS and attach supporting documentation electronically.
- Can be created by Traveler or Delegate
- Traveler must review and submit the TR.
- Only the Traveler can submit.
- TR automatically sent to Approver(s) for review and approval.
- TR can be returned to Traveler for correction.
**TEMS Roles and Actions**

**DELEGATE** - The person processing travel for another individual (for example, the department Travel Coordinator).

- Prepares Travel Authorization (TA) and/or Travel Expense Report (TR) on behalf of a designated Traveler.
- Submits documents for review by the Traveler. **Note: Traveler submits for approval.**

**TRAVELER** - The person who is traveling.

- Receives electronic notification that TA or TR has been completed by a Delegate.
- Prepares Travel Advance Request (TV), if needed.
- Optionally, Traveler can prepare their own TA or TR.
- Submits all travel documents for approval.

**APPROVER** - The supervisor (or proxy) who is responsible for approving travel authorizations.

- Receives electronic notification that TA, TV, or TR has been submitted for approval.
- Reviews travel document and approves, denies, or returns to Traveler for correction.
- Approver can route to others for additional approval (e.g. budget authority), if needed.

**Getting ready for TEMS**

- Complete the departmental user roster.
- Confirm department system and hardware requirements:
  - Documents scanner
  - Browser compatibility: IE, Chrome, Firefox
- Check the department roll out schedule posted on the TEMS website.
- Enroll in a TEMS training class via the OIT Training Scheduler.

**Learn more about TEMS**

- Contact the EWU Travel and Accounting office:
  - James Waterman, jwaterman@ewu.edu; phone: (509) 359-2249
  - Justin Flaa, Controller Operations Manager jflaa@ewu.edu; Phone: (509) 359-6821
- Visit Travel and Accounting’s Banner TEMS website at: http://access.ewu.edu/travel/banner-travel-and-expense-system