

TEM Quick Sheet – Attaching a Document in TEM

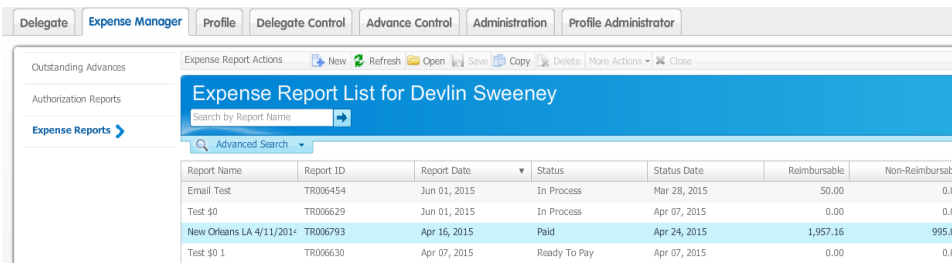
A more comprehensive and illustrated explanation of this process is covered in the **TEM Traveler & Delegate User Guide**, which is available online (<http://www.wvu.edu/bs/travel/tem/resources.shtml>). This process is also covered in the **Traveler & Delegate Training Class**. You can sign up for classes via the WWU Training Site (<http://west.wvu.edu/training/>); look for the course under **Financial Systems**. If you have any other questions or concerns, please don't hesitate to contact Samantha or Devlin at:

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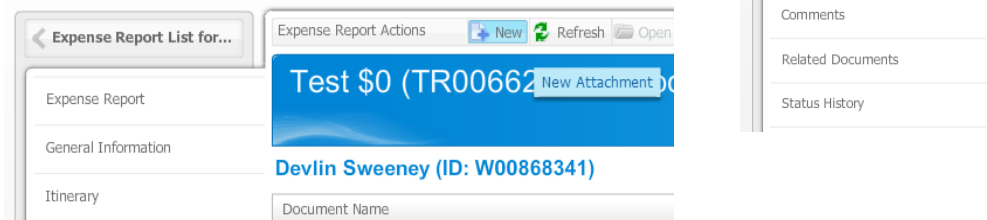
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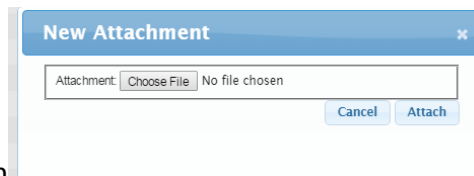
1. Open TEM from the MyWestern>Employee Tab> Technology Tools ([Travel and Expense Management](#))
2. Double click the travel document you wish to attach the image to.



3. Select the Attachments tab on the left hand side of the screen
4. Select new from the tool bar (remember this will not be available if the document is submitted)



5. Click Choose File



6. Select your desired image and click open
7. Click Attach the image will appear below to show that the upload was successful.

