

TEM Support Announcement

Date: April 30, 2013

Topic: Changes to TEM expense types coming May 8th

What's changing?

In order to be compliant with State reporting (AFRS) requirements, we are making changes to the list of expense types you choose from when filling out an authorization or reimbursement in TEM. Expense types are things like **Mileage**, **Registration**, or **Airfare**.

When will this change happen?

The changes are scheduled to take effect on May 8th, 2013.

What's going to be different?

Basically, where you had previously had one option for something like **Airfare**, you will now have two; one option for **In-State Airfare** and one option for **Out-of-State Airfare**. We know this would give you a much longer list of expense types to have to sort through, so we've consolidated other expense types that didn't need to be broken out. For example, there will be one item for **Ground Transportation** instead of four separate ones for four specific types of ground transportation.

What about TAs/TRs we already processed with the old expense types?

You won't have to retroactively change anything you've already done. These will just be new expense types you will use going forward starting on May 8th.

Where can I get more details about this change?

A revised **Traveler & Delegate User Guide** will be posted on the TEM website by May 6th that addresses this change. There will also be a new Quick Reference Guide on selecting In-State versus Out-of-State expenses that focuses on this singular issue. Both the updated User Guide and new Quick Reference Guide will be available on the TEM website, here: <http://www.wvu.edu/bs/travel/tem/resources.shtml>.

This change will also be reflected in all future Traveler & Delegate Training classes. You can sign up for training classes using the WWU Training website, <http://west.wvu.edu/training/>.

Who can I contact for help?

If you have any other questions or concerns regarding this change or about TEM in general, please don't hesitate to contact Erica or Emmett at:

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