

TEM Support Announcement

Date: May 1, 2013

Topic: TEM Budget Authority Approvers – FAQ

What is a budget authority approver?

Budget authority approvers approve the following for travel documents:

- *estimated expenses* on TA's (travel authorizations)
- *actual expenses* on TR's (travel reimbursements)

For which Organization codes do I approve?

To see the list of Org codes for which you act as approver:

- 1) Go to the "TEM Reports" webpage: <http://www.wvu.edu/bs/travel/tem/reports.shtml>
- 2) Click on the link to open this report: **TEM Budget Authority Approvers, listed by Primary Approver**
- 3) Or, to see the report sorted by Org code, click on: **TEM Budget Authority Approvers, listed by ORG**

Each org code will have a *primary approver* and an *alternate approver*:

- Primary Approver = Regular approver for that Org code.
- Alternate Approver= Approves instead of Primary when Primary is the traveler, and expenses are against that Org code (this is to prevent approvers from approving their own travel expenses out of their own budget).

Can I change the approver for an Org code to someone else?

Yes, as long as the proposed approver is on record as a full budget authority for the entire Org, i.e. they are not restricted to just a fast index, and are not designated "JV only". For questions or requests for changes, contact:

Sharon Colman: Sharon.Colman@wvu.edu, phone x3479

What happens if I'm out of town and can't approve?

You can set up a proxy to approve in your place. We are creating an esign form to allow you to name a proxy. Until that is available, you can set up a proxy by contacting:

Emmett Folk: Emmett.Folk@wvu.edu, phone x4550 ...or...

Sharon Colman: Sharon.Colman@wvu.edu, phone x3479

Do you offer approver training?

Yes, training sessions are being held in Humanities 242. Sessions last one hour and consist of an instructor-led demonstration of a TEM approval (this is not hands-on training). To enroll in one of these classes:

- 1) Visit the HR Training website: <http://west.wvu.edu/training/default.aspx>
- 2) Click on **Financial Systems**.
- 3) A list of available classes will appear. Select one of the **TEM Approver & Proxy Training** classes to register.

Do you have any documentation for approvers?

Yes, there is a user guide for approvers:

- 1) Go to the "TEM Reports" webpage: <http://www.wvu.edu/bs/travel/tem/resources.shtml>
- 2) Under TEM User Guides and Documentation, click on the link to the **Approver & Proxy User Guide**.