

# TEM Support Announcement

**Date:** November 15, 2013

**Topic:** Bellingham Travel and non-reimbursable expenses and Travel Budget Max.



We have received feedback from the campus administrative staff and to ensure proper accounting, we have a new procedure for entering Bellingham Travel into TEM.

## How should I record Bellingham Travel Airfare Purchases?

If you decide that you will use Bellingham Travel for purchasing airfare, please record the airfare expense as a non-reimbursable expense on your TA in TEM. Also, include the Fast Index or accounting string that you wish to use to pay Bellingham Travel as shown below. This information will assist your department managers or administrators in reconciling their respective budget.

Reimbursable **Non-Reimbursable**

### Update Selected Expense

Date: \* Nov 05, 2013   Type: \* In-State Airfare ▼

Paid By: \* Paid by Western ▼ Provider:

Description: Please use 1-10200-5336-E374-082SYS OR Use FOFSY



Date	Type	Description
Nov 05, 2013	In-State Airfare	Test2

## How should I Record Departmental Budget Limits

If you are purchasing tickets from Bellingham Travel and have department budget limits, record your airline ticket maximums in the comment field for the airline item.

Reimbursable **Non-Reimbursable**

### Update Selected Expense

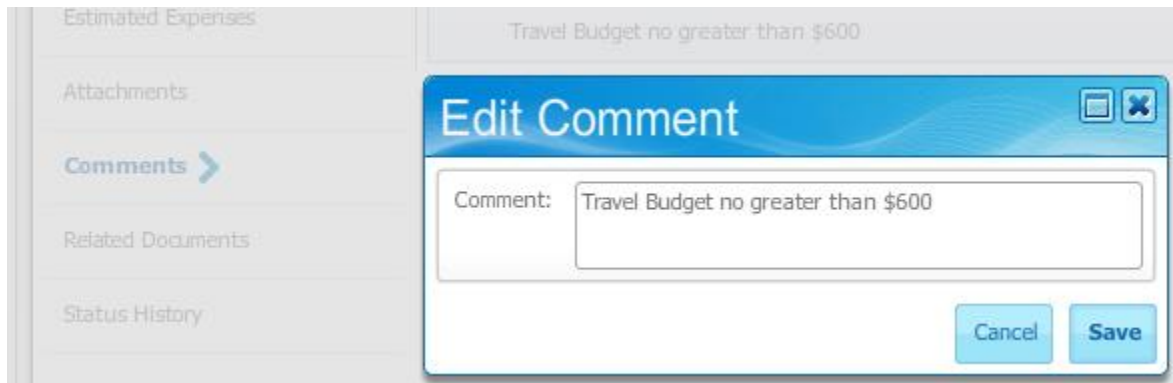
Date: \* Nov 05, 2013   Type: \* Out-of-State Airfare ▼

Paid By: \* Paid by Western ▼ Provider:

Description: Please Use 1-10200-5336-E374-082SYS or Use FOFSY  
Airline Budget Max \$500

Date	Type	Description
Nov 05, 2013	In-State Airfare	Test2

If you have a Departmental maximum for your entire trip (not just airline ticket), record your budget in the general Comment field on your TA. This will assist your budget authority in approving your travel authorization and expense reimbursements.



### **Who can I contact with questions about this announcement?**

If you have any other questions or concerns related to this announcement, or regarding TEM in general, please don't hesitate to contact Cole or Devlin at:

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