

TEM Support Announcement

Date: April 28, 2014

Topic: Boarding Passes/General Travel Reminders

In reviewing specific TEM and Travel issues, it has been determined that the following process be adjusted; as of the date of this announcement, travelers are no longer required to provide boarding passes when requesting reimbursement for airfare expenses incurred on a personal credit card.

What documentation is needed when airfare is purchased?

- Airfare purchased from Bellingham Travel or Travel Leaders (paid directly by WWU) – need approved TA first before you call, give them your approved TA #.
- Airfare purchased with a (personal) WWU travel card – can purchase from any site, also need approved TA first, can be reimbursed before you travel.
- Airfare with personal credit card – can also purchase from any site, also need approved TA first, BUT, cannot be reimbursed until after your trip.
- Airfare with Department credit card – see [Department Travel](#) card for rules and regulations

General Travel Reminders!

1. **Food** – When requesting reimbursement for food expenses (interviewee dinners, meals with meetings, “In-state Meals – Actual,” etc.), ITEMIZED receipts must be provided when state funds (chart 1) are used.
2. **Hotel and Airfare Receipts** – Reservation confirmations and booking confirmations are not receipts. When requesting reimbursement for hotel expenses, the preferred documentation is an itemized hotel receipt in the traveler’s name showing a balance of \$0.00 (or the amount paid in full). If you book your hotel through a third party booking site, you may need to provide a credit card/bank statement showing the amount paid in full (this will be determined on a case-by-case basis, dependent upon the information on the documentation you provide). When requesting reimbursement for airfare expenses, please ensure that your documentation shows payment in full.

Thank you!

The benefits of the TEM system far outweigh the costs, and we will continue to utilize your feedback to ensure that the TEM system can be adapted to the needs of Western faculty and staff. Thank you for your patience and hard work!

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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