Welcome to TEM!

This document is a guide for users of the Travel & Expense Management (TEM) system. TEM is used by Western students, faculty, and staff for getting approved for travel as well as seeking reimbursement for certain travel-related expenses. This guide is for Travelers (people who will be traveling) and Delegates (people helping Travelers with system data entry) who will be directly interacting with the TEM system. This guide will provide basic instruction on accessing and navigating the TEM system, as well as step-by-step breakdowns of tasks that can be performed through TEM (e.g. creating and submitting a Travel Authorization).

Please note that before you can travel under the new TEM system and University travel policy, you must contact Travel Services (x3341 or via email at Travel.Services@wwu.edu) to arrange a Travel Policy Information Session. Again, please note that attending one of these sessions is required before you can travel.

If you have questions, corrections, or suggestions for this piece of documentation, please contact Financial Systems (x4220) at BFSYS@wwu.edu. If you have any general questions about TEM or processes related to TEM, please don’t hesitate to contact Travel Services at x3341 or via email at Travel.Services@wwu.edu. You can also find helpful Travel information on the Travel Services website - http://www.wwu.edu/bs/travel/index.shtml.
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Frequently Used Terms & Abbreviations

There are several terms and abbreviations that will be used frequently over the course of this guide. Here is a list of some that you’ll be running into shortly (if you haven’t already):

- **TEM** – TEM stand for Travel & Expense Management, which is the name of the Banner module the system utilizes.
- **Traveler** – The Traveler is the person who is actually traveling. They may request authorization to travel, and they may request for reimbursement of travel-related expenses. This person may be a Western faculty or staff member, they may be a student or student employee, or they may be Western guest (interviewee, Athletics recruit, honorary doctorate recipient, etc.).
- **Delegate** – A Delegate is someone who has been setup to help a given Traveler with data entry within the TEM system. Once paired with a Traveler, a Delegate can create and fill out documents (Travel Authorizations and Expense Reports) on behalf of that Traveler.
- **TA** – The abbreviation for a Travel Authorization, which is used to seek approval to travel. The abbreviation comes from the Banner document type for Travel Authorizations. It is one of three main documents created and processed through the TEM system.
- **TR** – The abbreviation for an Expense Report, which is used to seek reimbursement for travel-related expenses. The abbreviation comes from the Banner document type for Expense Reports. It is one of three main documents created and processed through the TEM system.
- **TV** – The abbreviation for a Travel Advance, which is a loan of funds to a Traveler to help cover select anticipated expenses. The abbreviation comes from the Banner document type for Travel Advances. It is one of three main documents created and processed through the TEM system.
Accessing TEM

There are several ways you can access TEM once you’re ready to use the system. Depending on how you decide to access the system, you may be prompted with a log in screen. If you are, just use your universal username and password. Here are the two easiest ways to access TEM:

**Directly through a web browser**

TEM is a web-based application, which means you can access by typing its web address directly into your favorite web browser (Internet Explorer, Firefox, Chrome, Safari, etc.). Here’s the address you would use to do this: [https://tvlwwis.wwu.edu/tvlexp/tvlexp-flex/index.html](https://tvlwwis.wwu.edu/tvlexp/tvlexp-flex/index.html). You can even bookmark this address for easy access later.

**Via myWestern**

Like many other applications at Western, TEM can be accessed through your myWestern portal. To get to TEM, find and click on the Employee tab near the top of your screen, and find the section for Technology Tools. TEM is listed under that section as Travel & Expense Management (TEM). This section of myWestern will always have an up-to-date link to TEM.

You can also find compatibility and accessibility information related to TEM in Appendix B2 of this guide.
Navigating and Working in TEM
Although TEM is a fully integrated Banner module, getting around it is much easier than the traditional Banner INB interface you may already be familiar with. Like navigating a web page, navigation in TEM is done by pointing and clicking on buttons and menus to get through various screens. Content is first divided into a series of tabs at the top of your screen. While most users will all have the same tabs available to them, certain users may have additional tabs if they perform extra tasks within TEM. For example, Delegates will have an extra “Delegate” tab.

![Expense Manager Profile](Image)

**Delegate** for and select one to work on behalf of.

Here is an overview of the tabs and screens you will use most often:

**The Delegate Tab**

For users who have been setup as a Delegate for one or more Travelers, this will be the first screen you will see when you open TEM. From here, you can see which Travelers you are able to act as a Delegate for and select one to work on behalf of.

![Delegate Tab](Image)

*Delegates can select the traveler they are acting as using the drop-down list.*
The Expense Manager Tab

For users who are not setup as Delegates, this will be the first screen open to you; and for both Travelers and Delegates, this will be the tab you will do 99% of your TEM work through. On the right side of the screen, you’ll see buttons for three different areas, Outstanding Advances, Authorization Reports, and Expense Reports.

If you request a travel advance through TEM, the Outstanding Advances screen will, as the name suggests, show any advance amounts you have outstanding. Likewise, the Authorization Reports and Expense Reports screens show a list of all travel authorizations and expense reports for the current Traveler. Included on these lists (among other useful information) is the document number and status (e.g. In Process, Submitted, Approved, etc.) of a given travel authorization or expense report.

You can refer to Appendix Item A1 for a list of statuses you may see there and descriptions of what they mean.

The Profile Tab

The third and final tab is Profile tab. It displays a Travelers information as it is set up in TEM, and while most of it cannot be changed by the typical user, the section does allow you to set a default funding string(s) to help save you time with data entry.
To add or edit your funding default, click the pencil icon (✏️) located on the far right corner of the **Funding Default** box. Clicking on that icon will bring up a screen that allows you set a single default funding string or set up split funding based on a percentage amount. To enter a new string, fill out the boxes on the screen, starting with Chart. If you enter a chart and FAST index, you don’t have to enter any other fields. When you’re done, click the **Add** button.

You can click the boxes to the right of each field to bring up a list of acceptable charts, FAST indexes, funds, etc.

You can delete an added funding string by clicking the X button next to its entry. To modify the percentage split for an added funding string, first click on its entry to bring it into the top editing area. Once you do that, change the percentage using the box at the top and click the **Add** button to update that entry. After you are finished with the funding default changes you would like to make, you can click the **Save** button in the lower-right corner to keep them or click the **Cancel** button to ignore them.

Added funding strings appear in the bottom half of the Add Funding screen.
Navigating in an Open TA or TR

TAs and TRs are divided into different sections based on the information you are providing. When you have a TA or TR open, you can see these sections displayed in tabs along the left-hand side of your screen. The tabs for a TA are shown in the image on the right. Clicking on each of these tabs will bring you to their respective section. The button directly above these tabs will return you to your list of TAs/TRs.

You can also jump to a previously opened item by using the Open Items box, shown below. Documents you’ve opened during your current TEM session appear in this box and are organized by what type of document they are. Clicking on an item will bring you to a summary page for that document, from which you can view information or make edits (if the document hasn't been submitted yet).
Performing TEM Tasks

This section will provide step-by-step guides on how to perform a wide range of TEM tasks. If you need help with a TEM task that is not covered in this user guide, please contact Travel Services at x3341 or via email at Travel.Services@wwu.edu.

How to Create a New Travel Authorization (TA)

For the majority of travel scenarios, you will want to have an approved TA in place before incurring any trip-related expenses. If you are unsure whether you need a Travel Authorization for your particular travel situation, please don’t hesitate to consult Western’s travel policy (POL-US348.10 Authorizing and Reimbursing Travel for Official University Business) or contact Travel Services. This section will walk you through creating a new TA through TEM.

1. Starting the TA

You can also create a copy of an existing TA by selecting the TA you want to copy and clicking the Copy button to the right of the New button. This is useful if you perform the similar or identical trips on a frequent basis.
Once you have logged into TEM (see the earlier section on Accessing TEM for more information), follow these steps to start your new TA:

1) Click on the Expense Manager tab at the top of your screen.

2) Select the Authorization Reports section from the list on the left side of your screen.

3) Click the New button located above the blue section header.

This will bring up the Create New Report screen.

2. Completing the Create New Report Screen

![Create New Report Screen](image)

The red asterisks mark required fields, but even non-required fields can provide useful information to your would-be approvers.

On this screen, you will fill out some basic information about the kind of travel you will be doing. Once you have completed the fields explained below, you can click the Save and Continue button to move on or the Cancel button to stop and not create the TA.

**Report Name** – This is the name that will appear on the list of TAs you saw on the Authorization Reports section of TEM. To make your TAs easier to find and report on, a standard naming convention has been developed for the report name:

\[\text{[Destination City, State or Nation] + [Trip Start Date (in mm/dd/yyyy format)]}\]
In this example, you’ll be traveling from Bellingham to Los Angeles on March 20th, 2013. This would make your report name, **Los Angeles, CA 3/20/2013**.

If you are traveling to multiple destinations during your trip, use your primary destination city for your report name or use the first destination city if there is no primary destination.

**Purpose** – This field describes what you are traveling for, such as a conference, research, or a club activity. Select the one that best describes what you are doing on your trip. If you are traveling for multiple purposes, select a primary purpose and use the **Description** box (discussed next) to include any additional details.

**Description** – This description box is a free-form comment field with a limit of 255 characters. Here, you can include some additional details on the trip you are taking, such as the name of the conference you are attending or the kind of research you will be performing. It is also a good idea to consult your department manager or administrator to see if there is any department-specific information your approvers want you to include in this box.

**Report Type** – The report type describes what kind of travel you will be doing, whether it is foreign travel, in-state, or out-of-state.

**Report Date** – The report date is another field that appears on your list of TAs. To make sorting those entries easier, it is used to show the date that the TA was created, which is why the current date is defaulted in. While the report date can be changed, changing it is not necessary or recommended.

**Affiliation** – This field describes how you are affiliated with Western for this trip. If you are traveling as part of your job as a Western employee, you will select Employee/Student Employee. If you are not traveling as part of your employment at Western, contract Travel Services (x3341) for the proper way to process your travel.

**Relocation** – This checkbox is used to identify whether a trip is being done as part of a relocation. If your trip is, check the box, otherwise leave it unchecked.

**Funding Default** – The funding default is the funding string(s) that will be used for each of your estimated trip expenses (covered later in this guide). If you elected to include a default funding string on your **Traveler Profile & Acknowledgement Form**, or if you added one to your profile on your own, that information will automatically populate this section of the form. If this section is blank, or you want to change it from your default setting, click the pencil icon (✎) located at the far right of the box.

To add or edit your funding default, click the pencil icon located on the far right corner of the **Funding Default** box. Clicking on that icon will bring up a screen that allows you set a single default funding string or set up split funding based on a percentage amount. To enter a new string, fill out the boxes on the screen, starting with **Chart**. If you enter a chart and FAST index, you don’t have to enter any other fields. When you’re done, click the **Add** button.
You can delete an added funding string by clicking the X button next to its entry. To modify the percentage split for an added funding string, first click on its entry to bring it into the top editing area. Once you do that, change the percentage using the box at the top and click the Add button to update that entry. After you are finished with the funding default changes you would like to make, you can click the Save button in the lower-right corner to keep them or click the Cancel button to ignore them.

Click Save to use the added funding sources and return to the Create New Report screen.
Once you have finalized your funding and initial trip information, click the Save and Continue button in the lower-right corner of the Create New Report screen. Once you click that button, your TA will be saved to your Authorization Report list. Once saved, you can leave your TA at any time and can re-open it at a later time to complete at your convenience.
3. Completing the Itinerary Screen

The Itinerary screen, like the screen used to edit funding defaults, is divided into two parts, a top half for entering itinerary information and a bottom half for displaying entered itinerary items. To add an itinerary item, complete the required boxes (those marked with a red asterisk) and click the Add button in the top half of the screen. Once you’ve added an itinerary item, it will appear in the bottom section of the screen. To delete and added itinerary item, click the X icon at the far right of the item you want to delete. To edit an added itinerary item, click the item you want to edit. This will bring its information into the boxes in the top half of the screen. At that point, you can edit the necessary information and click the Add button to save your changes.

You can search for a city using the Search Location button, or you can enter a zip code in the designated box to return the city that zip code is in.

Note that you do not have to add your return trip to your itinerary (like you see with flight itineraries). The image above shows a complete itinerary for a trip from Bellingham to Los Angeles. You can also add multiple itinerary items if you are going to be working in multiple cities during your trip. Using the above example, if you were also traveling to New York after your two days in Los
Angeles and returning on March 23rd, you could add a second itinerary item to show that stop of the trip. The two added itinerary items in that instance would look something like this:

![Itinerary Screen]

If you are filling out a blanket TA for a pre-scheduled list of events, you can add itinerary items for each trip on your schedule. For example, if you were making three separate trips to Olympia over three months, you could add separate itinerary items for each trip.

![Itinerary Screen]

Regardless of your travel situation, you just want to double check to make sure your dates match up correctly and your times are as closely estimated as possible, because itinerary items cannot overlap.

Once you’ve added the appropriate itinerary items for your trip, click the Save and Continue button in the lower-right corner of the Itinerary screen.

![Itinerary Screen]

*Pictured above is the itinerary used for this section’s sample trip.*
4. Entering Estimated Expenses

In this next step, you will enter estimates of travel-related expenses that you expect to be part of your trip. These are estimates help with planning and budgeting and provide important information to your approvers. Keep in mind that any estimate put on your TA can be changed to reflect actual amounts when you create your Expense Report (covered in a later section).

In TEM, there are a couple different distinctions when it comes to travel expenses. One major distinction is between Reimbursable and Non-Reimbursable expenses. Travel expenses that you pay for and expect to be reimbursed for are considered Reimbursable Expenses. Expenses paid by the University (e.g. airfare or conference registration paid with a department travel card or a PCard) or a third party (e.g. registration being paid by a different university or group you are presenting for) are considered Non-Reimbursable Expenses. Expenses that you pay for but do not expect to be paid back for (e.g. additional travel costs incurred due to tacking on vacation time to the end of a business trip) are also considered Non-Reimbursable Expenses.

Use this decision tree to help you decide if your travel expense is Reimbursable or Non-Reimbursable.

After saving your itinerary, you will be asked whether your TA will contain Per Diem expenses. Per diem expenses are allowances for meals or lodging while you are in travel status. If you will not be receiving per diem, you can click No and skip the next page. Otherwise, click Yes.
Clicking Yes will bring up a screen that will help the system calculate how much per diem you are potentially eligible for. Immediately displayed are meal options for all of your travel days with checkboxes for Breakfast, Lunch, and Dinner as well as lodging for any days you are staying overnight. You may also notice that you are given an In-State and Out-of-State option for each meal or lodging item.

Click the X to remove an item

If your destination is in-state, remove all the out-of-state items. Likewise, if your destination is out-of-state or in a foreign country, remove all of the in-state items.

Both In-State and Out-of-State options for each of these items are given so users can pick the ones that best fit their travel scenario and delete the ones they don’t need. The easiest way to decide if you should go with an In-State item over an Out-of-State item is to think about what kind of travel you are going on; is it In-State Travel, Out-of-State Travel, or Foreign Travel. If you’re doing In-State Travel, you can remove all the Out-of-State items. If you’re doing Out-of-State or Foreign Travel, you can remove all the In-State items. You can check the Quick Sheet in Appendix B1 for more details on whether these expenses should be recorded as In-State or Out-of-State for your trip.

In our example, since we’re traveling to California (Out-of-State Travel), we’ll remove all the In-State items. Now that your list has the correct In-State or Out-of-State items listed, you can make adjustments specific to your trip.

For example, if you know that there is a given day or meal that you will not be eligible for per diem (e.g. your conference is providing lunch one day), you can uncheck the box for that meal(s) or even remove all meals for that day by clicking the X icon at the right of each item. You can also remove lodging items if they don’t apply to your trip. Once finished, you can click the Save and Continue button to take you to the expense screen.
This is the Estimated Expenses section of your TA. Expense items for meal per diem amounts are automatically added based on the boxes that were checked in the previous screen.

Like many of the screens you have seen so far, the Estimated Expenses section has a top portion for data entry and a bottom portion that lists entered expense items. However, there are also several differences. These areas are listed below and correspond to the numbered sections of the image above:

1) On the left side of the screen, there are a series of headers corresponding to the different parts on your TA. The section you are currently in is highlighted in blue text with an arrow to the right; clicking on one of the other headers will take you to that section of the TA.

2) There are also two tabs immediately below the document title and number, titled Reimbursable and Non-Reimbursable. As was noted earlier in this section, you can enter both reimbursable expense and non-reimbursable expenses on your TA, and therefor show what the full cost of the trip is.

3) This full cost is illustrated in a section on the far right of the screen, which shows a summary of both reimbursable and non-reimbursable expenses and then rolls those up to a total.

Like itinerary or default funding items, you can delete added expenses by clicked the X icon on the right or edit them by clicking on them to bring the data into the editing section, making the necessary changes, and clicking the Save button to update the entry. Adding expense items is also similar to data entry you’ve already done. However, you have to keep in mind whether your meals, lodging, and airfare are In-State or Out-of-State. Again, you can check the Quick Sheet in Appendix B1 if you’re not sure if an expense should be recorded as In-State or Out-of-State.
Gas is an expense item that asks for a receipt amount. Remember that expense items on your TA are estimates and that they can be revised as needed when you submit your Expense Report.

First, you’ll want to select an expense date or click on the recurrence button if you want to set recurring expenses. After that, select your expense type from the drop-down list provided. For most items, you will be asked for a receipt amount where you’ll enter in your estimate for the expense. After that, select who the expense was paid by from the provided drop-down list, and add additional information like the merchant, location, or a description.

You can also change funding for individual expense items. To do this, click the **Funding** button highlighted in the image above. This will bring up a screen where you can edit the default funding source(s) being used for the item and add or adjust splits by percentage or by dollar amount. More detail on how to edit funding sources can be found [earlier in this guide](#).

Mileage is an expense item that asks you to select a Unit Rate and then input a number of units that correspond to that rate. For example, 200 miles using the State mileage reimbursement rate.

Other items, like mileage, are calculated using a fixed rate and some kind of measure, like miles driven. For mileage, you will be asked to select the appropriate rate from the drop-down list and enter the number of miles you expect to drive. Once you chosen a rate and entered your mileage estimate, you can add comments in the description box or change the funding source(s) for your mileage before clicking the **Save** button. The system will then calculate the total amount for you based on the rate selected and mileage entered and add an expense item for that amount.
Per diem amounts make up a third kind of expense item that can be added to a TA or TR. The appropriate per diem amount is automatically calculated by the system when you add a per diem expense item (i.e. meals or lodging). Meals were calculated for you after entering your itinerary information, but you can revise that information by adding an In-State or Out-of-State Meals – Per Diem expense item from the drop-down list, or clicking the Recalculate Per Diem button at the bottom of the screen.

If you’d like to add per diem for lodging, first select a date or setup a recurrence (the date refers to the night you are staying). Note that the system will not allow you to add an allowance for lodging per diem if your itinerary does not have you staying overnight. After you’ve selected your date, select In-State or Out-of-State Lodging – Per Diem from the expense type drop-down list. Once it’s selected, the system will populate the necessary fields based on your itinerary. At this point, you can enter comments, change the funding source, and/or click the Save button.

![Add Expenses](image)

Tem checks your itinerary for where you are supposed to be on your selected date and populates the required per diem information for you.

When you click Save, the system will calculate the appropriate per diem amount and add it as an expense item. Note that if you are asking the system to calculate per diem values for a long period of time (if you setup a recurring per diem expense), it may take the system a few minutes to process the calculations and add the necessary expense items. The image below shows added expense items for meal and lodging per diem for the sample trip from Bellingham to Los Angeles.
5. Adding Comments
Once you’ve added all your expense items. You’ll want to add any additional notes or documentation required before submitting your TA. In addition to the various description fields you have already encountered, there is also a larger comments section you can use to include any details that don’t fit anywhere else.

To get to the comments page, use the navigation menu on the far left of your screen and click on Comments. To add or edit comments, click on the pencil icon in the top-right corner of the comment box. This comment section is limited to 4000 characters, which makes it good for travel justifications, extra conference information, or a roster of travelers for group travel situations.

If you find yourself needing additional comment space or if you have to attach something that isn’t easily transferrable into text (a scanned image or graphical program), you can also attach documents to your TA (or TR) using Nolij. In these cases, the comment section can be used to list what has been attached that way.

You can make the comment box larger by clicking the blue square next to the X button in upper-right corner of the Add Comment window. Once you have put in your comments, click the Save button to add them to your TA.
6. Attaching Items via Nolij

Nolij is ideal for attaching receipts, flyers, or large supporting documents that won’t fit or would be difficult to put into a text field in TEM. To attach an item to your TA, you need to first open the Nolij web application.

a) Opening Nolij

Like TEM, Nolij is accessed through your web-browser (Internet Explorer, Firefox, Safari, etc.). One easy way to get to it is by using this link: https://nolij.wwu.edu/NolijWeb/. You can also access Nolij through your myWestern portal. To do this, first log into myWestern and click on the Employee tab. You’ll find Nolijweb under the Technology Tools section.

b) Getting to the TEM Nolij Application

Nolij is used for many other things on campus other than TEM, so you want to make sure you’re using the TEM section of Nolij. To do this, look at the top-right corner of your screen. Next to the logout button will be a drop down list of Nolij applications you have access to; find Travel Documents – Travel on that list and select it. This will open the TEM Nolij application, and you’re ready to find your TA.

If you do not see an option for “Travel Documents – Travel”, contact Travel Services to get access.
c) Finding your TA in Nolij

You can search for your TA three different ways, by the TA number (2), the report name (2), or the name of the Traveler the TA is for (3). You can also use the “%” sign as a wildcard to search by partial TA numbers, report names, or Traveler names. It is important to note that your search will return more than just your personal TEM documents. Searching for “TA%” will return a list of all TAs for all Travelers in TEM, which won’t help you find yours, so be precise with your searches. The TA number and report name are displayed in the title of every screen when you’re doing data entry in TEM. Reference that for easy searching.

Typing search criteria into one of the fields and hitting Enter will execute a search, and your results will be shown in the far left section of the application. Click on your document (the yellow file folder followed by your TA number, report name, and traveler name) once to select it. If this document already had items attached to it, those items would appear in the center section of the screen. Now that you’ve selected your TA you are ready to attach files to your TA.
d) Attaching Files to your TA in Nolij
To start attaching files, first make sure the **System** and **System Objects** section are expanded by clicking the icon in the right corner of each section.

*If this is your first time using Nolij, these sections will be collapsed.*

When expanded, those two sections will look something like this:

*The left side (System) shows drives and folders on your computer. When a drive or folder is selected, files in that folder are listed on the right side (System Objects).*

To attach a file, locate the folder in the **Systems** section that contains the file you want to attach. Clicking on that folder should bring up a list of its contents in the **System Objects** section. To attach a file, you can drag and drop it into the section immediately above the **System Objects** window, or right-click the file and select **Upload Files**.
The screen on the left shows a document that’s ready to be attached, and the screen on the right shows that document once it has been attached.

It’s important to note that, for security reasons, you will not be able to delete an item once it has been attached to a document. If you attached something to the wrong document, contact Travel Services to correct the error.

e) Previewing Attached Items
Once your items are attached, you can click on them to display a preview of that item in the far right section of your screen. You can also double-click an attached item to download it to your computer. This is an important step because your approvers will be reviewing your attachments through the same system, so you’ll want to preview them to make sure they are legible.

Once you have successfully attached all your supporting documentation, you’re just about ready to submit your TA for approval. At this time you can close Nolij and return to TEM.

If you didn’t close TEM while you were working in Nolij, your TEM session should still be there waiting for you. However, if you closed out of TEM or are returning to work on a TA that you started earlier, getting back to where you left off is a pretty simple process. First, you’ll need to log into TEM. Once in, go to the Expense Manager tab and select your Authorization Report list. Find your In Process TA and double-click on it to open it. Now, you’re ready to request an advance or directly submit your TA.
7. Requesting Advances and Submitting your TA

Now that you’re back in TEM, you can complete the final steps for submitting your TA. This is a good time to run through the various sections of your TA to make sure your information is correct and check to see if there are any additional notes or documentation you need to include. Once you’re ready, look in the lower-right corner of your screen for one of these sets of buttons:

![View or Submit Report button]

OR

![Request Advance, Submit, Print, View Related Documents buttons]

You will see one of the sets of buttons shown above depending on what screen you have open when you’re ready to submit your TA or request an advance. If you only see the View or Submit Report button, click that and it will take you to a summary page for your TA. However, if you see the Request Advance, Submit, Print, and View Related Documents buttons, you are already on the summary screen, which is shown below:

![Summary screen]

This screen is what will be seen by your approvers when they review and approve your TA. Review it to make sure everything you wanted is included and presented the way you want.
Using the arrow or page buttons at the bottom of the summary screen, you can flip though the information you have entered on your TA. You can click one of the pencil icons at any point to edit the information you are viewing. If you do, look for the View or Submit Report button (there’s one on every page) in the bottom-right corner of your screen to get back to the summary page.

In addition to reviewing your TA, you can also save or print two different reports from this screen by clicking on the Print button in the lower-right corner of the summary page. When that button is clicked, you will be presented with an option to select a Summary Report or Detail Report. Select either and click OK to open it in a different web browser window. This will open the chosen report in PDF format, so you can print it directly or save it for reference later.

You can also click the View Related Documents button to bring up a list of any documents associated with your TA. At this time, since you haven’t even submitted the TA yet, that list will likely contain only the TA. However, if you request an advance and/or start submitting Expense Reports against your TA, those documents will show up on that list.

Finally, now that everything has been reviewed, you can request an advance or submit your TA without an advance.

**Submitting your TA without an Advance**

To submit your TA without an advance, simply click the Submit button, you will receive a confirmation notice saying that your TA has been submitted for approval, and you’re all done.
Submitting your TA with an Advance

However, if you’d like to request an advance for your lodging and meal per diem amounts, you can do so by clicking the Request Advance button.

*Requesting an advance is always the last thing you do on your TA. When you submit your advance request, your TA is automatically submitted with it.*

Once you click the Request Advance button, you’ll be prompted to choose an advance rule from a drop-down list. Most travelers will want to select the Faculty and Staff rule, but you can use one of the others if it fits your particular travel scenario. These rules place restrictions on things like how large of an advance you can take out, how small of an advance you can take out, and how many advances you can have out at one time. If you have questions about the specifics of these advance rules, you can consult Appendix Item A2 from this guide or contact Travel Services.

Once you’ve selected an advance rule, click the Continue button to start entering your advance request information. Selecting a rule will take you to the Advance Request screen, which will give you an overview of your TA information and reimbursable expenses.
Next, enter a description or comment for your advance request and enter an amount for your advance. Please note that you can only be given an advance for up to 80% of your estimated per diem total for meals and lodging, in accordance with State and University policy. Your remittance address is based on the payment address you provided on your Travel Profile and Acknowledgement Form so you don’t have to alter that, and remember that employees with Direct Deposit setup will receive their advance via Direct Deposit automatically.

Once you’ve completed those fields, you can click the Submit button found at the bottom of your screen to submit your advance AND your TA. If you are not ready to submit your TA at this time, click the Cancel button. When you are ready to submit your TA, request your advance again and when you’ve completed the required fields, click the Submit button and you’re all done.

When your request is submitted, you will get a confirmation screen saying both your TA and Advance were submitted for approval. To learn how to track your TA through the approval process, go to the Checking on a Submitted TA or TR section later in this guide.
How to Create an Expense Report from an Existing Travel Authorization

Expense Reports can be created in two different ways depending on how you were approved to Travel. If you have an approved TA for your trip, you can create TRs based on the information already filled out in your TA. This will be the most common way you will create a TR, because it saves you the trouble of having to repeat a lot of data entry. This section will explain how it’s done.

1. Locating your Approved TA

As long as you have an approved TA in place, you can submit a reimbursement for expenses you have incurred and can evidence at any time – before your trip, during your trip, or after your trip.

You’ll first want to locate the approved TA for your trip. To do this, perform the following steps:

1) Open the Expense Manager tab

2) Select the Authorization Reports list

3) Find your approved TA on the list and click on it once to select it

4) Click on the Generate Expense Report button to start your TR
2. Choosing to Reconcile an Outstanding Advance

When you click the Generate Expense Report button, the system will check to see if there is an outstanding advance associated with the TA you are creating an Expense Report for. If there isn’t one, you will not get the prompt show below, and you can skip to the next section to see how you will continue. If there is an outstanding advance, you will get the prompt shown below, and you will be asked to reconcile that advance as part of your reimbursement.

The easiest way to pay back an advance is to reconcile it through TEM.

While you have the option to not reconcile your advance at this time, keep in mind that having large or multiple outstanding advances may prevent you from requesting additional advances. For this reason and many others, you are strongly encouraged to reconcile any outstanding advance as soon as possible. Click Yes to reconcile your outstanding advance.

3. Completing the Generate Expense Report Screen

When you click the Generate Expense Report button (or after you click Yes at the advance reconciliation prompt), you will be presented with the screen shown below. Since you are creating a TR based on an existing TA, most of the information will be copied over automatically. However, you have the option to change the report name or update an affiliation if you need too. Remember, you do NOT need to change the report date.
Also keep in mind that you may file more than one TR for a given trip. For these instances, be sure to append a number to the end of your **Report Name**. For example, if you were to fill out a second TR for the sample trip used in this section, it would be titled, **Los Angeles, CA 3/20/2013 #2**.

Once you’re ready, you can click the **Save** button to create your new TR.

### 4. Locating your Newly Created TR

![Expense Report List for Emmett Folk](image)

*Your new TR will appear on your list of Expense Reports with a status of In Process.*

After clicking the **Save** button, you will be automatically taken to your **Expense Reports** list (1). Your new TR will appear on that list under the report name you had on the previous create screen (2). Once you have located your TR, open it by double-clicking on it. Opening your TR will take you to a summary screen that displays the information that was transferred over from you TA. Now you are ready to review that information, and update it as necessary.
5. Reviewing your TR

Use these buttons to get back to the section you want to edit

Use these buttons to review the screens your approvers will see

This screen is what your approvers will see when they review and approve your TR. Use the arrow buttons at the bottom of the screen to check each page and make sure your information is correct.

At this point, your TR could be submitted. However, it’s likely that some details of your trip have changed since you first requested authorization to travel (e.g. your estimated expenses can be updated to reflect your actual expenses). Here are some important steps to take before submitting your TR.

a) Double check your itinerary
Your itinerary drives a lot of the system’s automated calculations, so it’s important that your travel dates and times accurately reflect your actual travel schedule. To get to your itinerary section, click the Itinerary button to the left of your screen.

b) Update your estimated expense with actual expenses
Even for the seasoned traveler, it’s hard to predict every travel expense you may encounter on a trip. Check to make sure you’re claiming the right meals for per diem, add new expense items for those unexpected fees, and correct previously estimated amounts so they reflect actual amounts you have documented with receipts. To get to your expenses section, click the Expenses button to the left of your screen.
If you’re claiming only part of the expenses you originally estimated (for example, getting reimbursed for a pre-paid conference registration fee before you get back from your trip), you can remove expense items you plan to claim later and only list those items you are able to be reimbursed for now.

c) Update funding sources if necessary
There’s a chance the funding source or sources for your trip may have changed since you submitted your original TA. Find out if any funding changes were made, and update the funding on the TR or on individual expense items as needed.

Follow these steps to make changes to an individual expense item:

1) Find the expense item you want to edit on your list and click it once to select it

2) Add a description to explain why something changed and/or what receipt corresponds to the expense item

3) Click on the Funding button to bring up the update funding screen, and follow the steps outlined in an earlier section to modify that item’s funding

4) When you have editing that funding information, click the Save button to save your changes

If an expense amount is drastically different than your estimate, or if funding for an item is changing, it might be useful to use the description field to explain why (for your approvers).
d) Attach your receipts and any additional documentation needed
You will need to provide receipts to be reimbursed for expense items that are not per diem for meals/lodging or mileage. Depending on your travel scenario, you may also need to include additional justification or other documentation along with your TR. All of these things are attached to your TR through Nolij.

i. Opening Nolij

Like TEM, Nolij is accessed through your web-browser (Internet Explorer, Firefox, Safari, etc.). One easy way to get to it is by using this link: https://nolij.wwu.edu/NolijWeb/. You can also access Nolij through your myWestern portal. To do this, first log into myWestern and click on the Employee tab. You’ll find Nolijweb under the Technology Tools section.

ii. Getting to the TEM Nolij Application

Nolij is used for many other things on campus other than TEM, so you want to make sure you’re using the TEM section of Nolij. To do this, look at the top-right corner of your screen. Next to the logout button will be a drop down list of Nolij applications you have access to; find Travel Documents – Travel on that list and select it. This will open the TEM Nolij application, and you’re ready to find your TR.

If you do not see an option for “Travel Documents – Travel”, contact Travel Services to get access.
iii. Finding your TR in NoliJ

You can search for your TR three different ways, by the TR number (1), the report name (2), or the name of the Traveler the TR is for (3). You can also use the “%” sign as a wildcard to search by partial TR numbers, report names, or Traveler names. It is important to note that your search will return more than just your personal TEM documents. Searching for “TR%” will return a list of all TRs for all Travelers in TEM, which won’t help you find yours, so be precise with your searches. The TR number and report name are displayed in the title of every screen when you’re doing data entry in TEM. Reference that for easy searching.

Los Angeles, CA 3/20/2013 (TR000044 - In Process)

Type in your search criteria and press Enter to execute a search, and your results will be shown in the far left section of the application. Click on your document (the yellow file folder followed by your TR number, report name, and traveler name) once to select it. If this document already had items attached to it, those items would appear in the center section of the screen. Now that you’ve selected your TR, you are ready to attach files to your TR.
iv. Attaching Files to your TR in Nolij

To start attaching files, first make sure the System and System Objects section are expanded by clicking the icon in the right corner of each section.

*If this is your first time using Nolij, these sections will be collapsed.*

When expanded, those two sections will look something like this:

*The left side (System) shows drives and folders on your computer. When a drive or folder is selected, files in that folder are listed on the right side (System Objects).*

To attach a file, locate the folder in the Systems section that contains the file you want to attach. Clicking on that folder should bring up a list of its contents in the System Objects section. To attach a file, you can drag and drop it into the section immediately above the System Objects window, or right-click the file and select Upload Files.
The screen on the left shows a document that’s ready to be attached, and the screen on the right shows that document once it has been attached.

It’s important to note that, for security reasons, you will not be able to delete an item once it has been attached to a document. If you attached something to the wrong document, contact Travel Services to correct the error.

v. Previewing Attached Items
Once you items are attached, you can click on it to display a preview of that item in the far right section of your screen. You can also double-click an attached item to download it to your computer. This is an important step because your approvers will be reviewing your attachments through the same system, so you’ll want to preview your attached items to make sure they are legible.

Once you have successfully attached all your receipts and supporting documentation, you’re just about ready to submit your TR for approval. At this time you can close Nolij and return to TEM.

If you didn’t close TEM while you were working in Nolij, your TEM session should still be there waiting for you. However, if you closed out of TEM or are returning to work on a TR that you started earlier, getting back to where you left off is a pretty simple process. First, you’ll need to log into TEM. Once in, go to the Expense Manager tab and select your Expense Report list. Find your In Process TR and double-click on it to open it.
6. Submitting your TR for Approval

Now that you’ve updated all your information to match what actually happened on your trip, and attached all the necessary receipts and documentation, you’re ready to submit your TR for approval. First, look in the lower-right corner of your screen for one of these sets of buttons:

If you only see the View or Submit Report button, click that button and it will take you to the summary page for your TR. However, if you see the Submit, Print, and View Related Documents buttons, you are already on the summary screen, which is shown below:

The summary screen is what your approvers will see, so be sure to review your information to be sure everything you wanted to included was included. In addition to reviewing that summary page,
you can print two different reports that display information specific to your TR. To open a report, first click the **Print** button in the lower-right corner of the summary screen. Select the **Summary Report** or **Detail Report**, and click **OK**. This will open the chosen report in PDF format, so you can print it directly or save it for reference later.

The Detail report provides itemized funding detail; otherwise, the two reports are the same

You can also click the **View Related Documents** button to bring up a list of any documents associated with your TR. At this time, you should at least see your approved TA and the TR you are currently working on. Depending on your travel situation, you may also see other completed or in process TRs related to the TA, and any advances requested as part of your trip.
Now that you’ve reviewed and updated everything, you’re ready to submit your TR. To do this, click the **Submit** button in the bottom-right corner of the summary screen.

![Submit button image]

*Remember that you can submit multiple Expense Reports in this same way.*

When you click the **Submit** button, you will be asked if this is the last Expense Report you will file against your TA. If you are requesting reimbursement for all your travel-expenses at once, you’ll want to click **Yes**. However, if you are only requesting reimbursement for some of your expense snow and plan to request reimbursement for the rest at a later time, you’ll want to click **No**. Once you’ve made your selection, you will receive a confirmation notice saying that your TR has been submitted for approval, and you’re all done. When you go back to your Expense Report list, you’ll see that the status of your TR has changed from **In Process** to **Submitted**. To learn how to track your TR through the approval process, go to the **Checking on a Submitted TA or TR** section addressed later in this guide.

![Confirmation dialog box]

*When in doubt about which option to choose, select Yes. You’ll still be able to submit more Expense Reports if you need to.*
How to Create a Stand-Alone Expense Report

If your travel was approved by a means other than a TA and you are seeking reimbursement through the TEM system, you can submit a stand-alone TR (a TR that isn’t linked to a TA) for your reimbursable travel expenses. With no TA preceding the TR, there’s no information available to be defaulted in for you, so additional data entry is required for stand-alone TRs. We’ll use the previous sample TR for this section, and you’ll start by logging into TEM.

1. Starting the TR

Once you have logged into TEM (see Accessing TEM, above), follow these steps to start your new TR:

1) Click on the Expense Manager tab at the top of your screen.

2) Select the Expense Reports section from the list on the left side of your screen.

3) Click the New button located above the blue section header.

This will bring up the Create New Report screen.
2. Completing the Create New Report Screen

On this screen, you will fill out some basic information about the kind of travel you were doing. Once you have completed the fields explained below, you can click the Save and Continue button to move on or the Cancel button to stop and not create the TR.

**Report Name** – This is the name that will appear on the list of TRs you saw on the Expense Reports section of TEM. To make your TRs easier to find and report on, a standard naming convention has been developed for the report name:

\[ \text{[Destination City, State or Nation]} + \text{[Trip Start Date (in mm/dd/yyyy format)]} \]

In this example, you traveled from Bellingham to Los Angeles on March 20th, 2013. This would make your report name, **Los Angeles, CA 3/20/2013**.

Also note that you may file more than one TR for the same trip. For these instances append a number to the end of your **Report Name**. For example, if you were to fill out a second TR for the sample trip above, that TR would be titled **Los Angeles, CA 3/20/2013 #2**.

**Purpose** – This field describes what the travel was for, such as a conference, research, or a club activity. Select the one that best describes what you were doing on your trip. If you traveled for multiple purposes, select a primary purpose and use the Description box (discussed next) to include any additional details.

**Description** – This description box is a free-form comment field with a limit of 255 characters. Here, you can include some additional details on the trip, such as the name of the conference you
attended or the kind of research you performed. It is also a good idea to consult your department manager or administrator to see if there is any department-specific information your approvers want you to include.

**Report Type** – The report type describes what kind of travel you did, whether it is foreign, in-state, or out-of-state travel.

**Report Date** – The report date is another field that appears on your list of TRs. To make sorting those entries easier, it is used to show the date that the TR was created, which is why the current date is defaulted in. While the report date can be changed, changing it is not necessary or recommended.

**Affiliation** – This field describes how you are affiliated with Western for this trip. If you traveled as part of your job as a Western employee, you will select Employee. If you are not traveling as part of your employment at Western student, contact Travel Services (x3341) for more information on how to process your travel reimbursement.

**Relocation** – This checkbox is used to identify whether a trip was done as part of a relocation.

**Funding Default** – The funding default is the funding string(s) that will be used when you enter your trip expenses (covered [later in this section](#)). If you elected to include a default funding string when you were first set up in TEM, or if you added one to your profile on your own, that information will automatically populate this section of the form. If this section is blank, or you want to change it from your default setting, click the pencil icon (-pencil) located at the far right of the box.

Clicking on that icon will bring up a screen that allows you set a single default funding string or set up split funding based on a percentage amount. To enter a new string, fill out the boxes on the screen, starting with Chart. If you enter a chart and FAST index, you don’t have to enter any other fields. When you’re done, click the Add button.
You can delete an added funding string by clicking the X button next to its entry. To modify the percentage split for an added funding string, click on its entry to bring it into the top editing area. Next, change the percentage using the box at the top and click the Add button to update that entry. After you are finished with the funding changes you would like to make, you can click the Save button in the lower-right corner to keep them or click the Cancel button to ignore them.

![Image of funding screen](image1.png)

*Click Save to use the added funding sources and return to the Create New Report screen.*

Once you have all of your funding setup correctly and your trip information filled out, click the Save and Continue button to move on to the next section of your TR.

![Image of report setup screen](image2.png)

*A completed Create New Report screen.*
3. Completing the Itinerary Screen

The itinerary screen, like the screen used to edit funding defaults, is divided into two parts, a top half for entering itinerary information and a bottom half for displaying entered itinerary items. To add an itinerary item, complete the required boxes (those marked with a red asterisk) and click the **Add** button in the top half of the screen. Once you’ve added an itinerary item, it will appear in the bottom section of the screen. To delete and added itinerary item, click the X icon at the far right of the item you want to delete. To edit an added itinerary item, click the item you want to edit. This will bring its information into the boxes in the top half of the screen. At that point, you can edit the necessary information and click the **Add** button to append your changes.

You can search for a city using the Search Location button, or you can enter a zip code in the designated box to return the city that zip code is in.

Note that you do not have to add your return trip to your itinerary. The image above shows a complete itinerary for a trip from Bellingham to Los Angeles. You can also add multiple itinerary items if you went to multiple cities during your trip. Using the above example, if you also traveled to New York after your two days in Los Angeles and returned on March 23rd, you could add a second
itinerary item to show that stop of the trip. The two added itinerary items in that instance would look something like this:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 20, 2013 at 5:00 AM - Bellingham, Washington</td>
<td>March 22, 2013 at 11:30 PM - Los Angeles, California</td>
</tr>
<tr>
<td>March 22, 2013 at 11:05 PM - Los Angeles, California</td>
<td>March 23, 2013 at 6:00 PM - New York, New York</td>
</tr>
</tbody>
</table>

Regardless of your travel situation, you just want to double check to make sure your dates and times match up correctly.

Once you’ve added the appropriate itinerary items for your trip, click the Save and Continue button in the lower-right corner of the Itinerary screen.

Pictured above is the itinerary used for this section’s sample trip.
4. **Entering Expenses**

In this next step, you will enter estimates of travel-related expenses that you encountered on your trip. These expense items will reflect actual amounts on your receipts or per diem amounts. If you’ve lost a receipt that you needed in order to be reimbursed for a particular item, remember to complete and attach a [Lost Receipt Affidavit](#) in place of that receipt.

In TEM, there are a couple different distinctions when it comes to travel expenses. One major distinction is between **Reimbursable** and **Non-Reimbursable** expenses. Travel expenses that you pay for and expect to be reimbursed for are considered **Reimbursable Expenses**. Expenses paid by the University (e.g. airfare or conference registration paid with a department travel card or a PCard) or a third party (e.g. registration being paid by a different university or group you are presenting for) are considered **Non-Reimbursable Expenses**. Expenses that you pay for but do not expect to be paid back for (e.g. additional travel costs incurred due to tacking on vacation time to the end of a business trip) are also considered **Non-Reimbursable Expenses**.

Use this decision tree to help you decide if your travel expense is Reimbursable or Non-Reimbursable.

After saving your itinerary, you will be asked whether your TR will contain Per Diem expenses. Per diem expenses are allowances for meals or lodging while you are in travel status. If you will not be receiving per diem, you can click **No** and skip the next page. Otherwise, click **Yes**.
Clicking **Yes** will bring up a screen that will help the system calculate how much per diem you are potentially eligible for. Immediately displayed are meal options for all of your travel days with checkboxes for Breakfast, Lunch, and Dinner as well as lodging for any days you are staying overnight. You may also notice that you are given an In-State and Out-of-State option for each meal or lodging item.

*If you traveled in-state, remove all the out-of-state items. Likewise, if you traveled out-of-state or to a foreign country, remove all of the in-state items.*

Both In-State and Out-of-State options for each of these items are given so users can pick the ones that best fit their travel scenario and delete the ones they don’t need. The easiest way to decide if you should go with an In-State item over an Out-of-State item is to think about what kind of travel you went on; was it In-State Travel, Out-of-State Travel, or Foreign Travel. If you were doing In-State Travel, you can remove all the Out-of-State items. If you were doing Out-of-State or Foreign Travel, you can remove all the In-State items. You can also check the Quick Sheet in Appendix B1 for more details on whether these expenses should be recorded as In-State or Out-of-State for your trip.

In our example, since we traveled to California (Out-of-State Travel), we’ll remove all the In-State items. Now that your list has the correct In-State or Out-of-State items listed, you can make adjustments specific to your trip.

For example, if you know that there was a given day or meal that you were not eligible for per diem (e.g. your conference provided lunch one day), you can uncheck the box for that meal(s) or even remove all meals for that day by clicking the X icon at the right of each item. You can also remove lodging items if they don’t apply to your trip. Once finished, you can click the **Save and Continue** button to take you to the expense screen.
Your expense items should reflect actual amounts and be evidenced with receipts if necessary.

Like many of the screens you have seen so far, the Expenses section has a top portion for data entry and a bottom portion that lists entered expense items. However, there are also several differences. These areas are listed below and correspond to the numbered sections of the image above:

1) On the left side of the screen, there are a series of headers corresponding to the different parts on your TR. The section you are currently in is highlighted in blue text with an arrow to the right; clicking on one of the other headers will take you to that section of the TR.

2) There are also two tabs immediately below the document title and number, titled Reimbursable and Non-Reimbursable. As was noted earlier in this section, you can enter both reimbursable expense and non-reimbursable expenses on your TR, and therefor show what the full cost of the trip was.

3) This full cost is illustrated in a section on the far right of the screen, which shows a summary break down of both reimbursable and non-reimbursable expenses and then rolls those up to a total.

Like itinerary or default funding items, you can delete added expenses by clicked the X icon on the right or edit them by clicking on them to bring the data into the editing section, making the necessary changes, and clicking the Add button to update the entry. Adding expense items is also similar to data entry you’ve already done. However, you have to keep in mind whether your meals, lodging, and airfare are In-State or Out-of-State. Again, you can check the Quick Sheet in Appendix B1 for help determining if an expense should be recorded as In-State or Out-of-State.
Gas is an expense item that asks for a receipt amount. Be sure to attach your receipts using Nolij.

First, you’ll want to select an expense date or click on the recurrence button if you want to set recurring expenses (any expense that’s going to be the same over multiple days). After that, select your expense type from the drop-down list provided. For most items, you will be asked for a receipt amount where you’ll enter the amount shown on the receipt for that item. After that, select who the expense was paid by from the provided drop-down list, and add additional information like the merchant, location, or a description of the expense item or comments associated with it.

You can also change funding for individual expense items. To do this, click the Funding button (indicated in the image above). This will bring up a screen where you can edit the default funding source(s) being used and add or adjust splits by percentage or by dollar amount. More detail on how to edit funding sources can be found in an earlier section of this manual.

Mileage is an expense item that asks you to select a Unit Rate and then input a number of units that correspond to that rate. For example, 200 miles using the State mileage reimbursement rate.

Other items, like mileage, are calculated using a fixed rate and some kind of measure, like miles driven. For mileage, you will be asked to select the appropriate rate from the drop-down list and enter the number of miles you expect to drive. Once you chosen a rate and entered your mileage, you can add comments in the description box or change the funding source(s) for your mileage.
before clicking the **Save** button. The system will then calculate the total amount for you based on the rate selected and mileage entered and add an expense item for that amount.

Per diem amounts make up a third kind of expense item that can be added to a TA or TR. The appropriate per diem amount is automatically calculated by the system when you add a per diem expense item (i.e. meals or lodging). Meals were calculated for you after entering your itinerary information, but you can revise that information by adding an In-State or Out-of-State **Meals – Per Diem** expense item from the drop-down list, or clicking the **Recalculate Per Diem** button at the bottom of the screen.

If you’d like to add per diem for lodging, first select a date or setup a recurrence (the date refers to the night you are staying). Note that the system will not allow you to add an allowance for lodging per diem if your itinerary does not have you staying overnight. After you’ve selected your date, select In-State or Out-of-State **Lodging – Per Diem** from the expense type drop-down list. Once it’s selected, the system will populate the necessary fields based on your itinerary. At this point, you can enter comments, change the funding source, and/or click the **Save** button.

**TEM checks your itinerary for where you are supposed to be on your selected date and populates the required per diem information for you.**

When you click **Save**, the system will calculate the appropriate per diem amount and add it as an expense item. Note that if you are asking the system to calculate per diem values for a long period of time (if you setup a recurring per diem expense), it may take the system a few minutes to process the calculations and add the necessary expense items. The image below shows added expense items for meal and lodging per diem for the sample trip from Bellingham to Los Angeles.
5. Adding Comments
Once you’ve added all your expense items. You’ll want to add any additional notes or documentation required before submitting your TR. In addition to the various description fields you have already encountered, there is also a larger comments section you use to include any details that don’t fit anywhere else.

To get to the comments page, use the navigation menu on the far left of your screen and click on Comments. To add or edit comments, click on the pencil icon in the top-right corner of the comment box. This comment section is limited to 4000 characters, which makes it good for travel justifications, extra event information, or a roster of travelers for group travel situations. You can also use that comment section to indicate what documentation has been attached via Nolij.

If you find yourself needing additional comment space or if you have to attach something that isn’t easily transferrable into text, you can also attach documents to your TR using Nolij. In these cases, the comment section can be used to list what has been attached that way.

You can make the comment box larger by clicking the blue square next to the X button in upper-right corner of the Add Comment window. Once you have put in your comments, click the Save button to add them to your TR.
6. Attaching Items via Nolij
You will need to provide receipts to be reimbursed for expense items that are not per diem for meals/lodging or mileage. Depending on your travel scenario, you may also need to include additional justification or other documentation along with your TR. All of these things are attached to your TR through Nolij.

a) Opening Nolij

Like TEM, Nolij is accessed through your web-browser (Internet Explorer, Firefox, Safari, etc.). One easy way to get to it is by using this link: https://nolij.wwu.edu/NolijWeb/. You can also access Nolij through your myWestern portal. To do this, first log into myWestern and click on the Employee tab. You’ll find Nolijweb under the Technology Tools section.

b) Getting to the TEM Nolij Application

Nolij is used for many other things on campus other than TEM, so you want to make sure you’re using the TEM section of Nolij. To do this, look at the top-right corner of your screen. Next to the logout button will be a drop down list of Nolij applications you have access to; find Travel Documents – Travel on that list and select it. This will open the TEM Nolij application, and you’re ready to find your TR.

If you do not see an option for “Travel Documents – Travel”, contact Travel Services to get access.
c) Finding your TR in Nolij

You can search for your TR three different ways, by the TR number (1), the report name (2), or the name of the Traveler the TR is for (3). You can also use the “%” sign as a wildcard to search by partial TR numbers, report names, or Traveler names. It is important to note that your search will return more than just your personal TEM documents. Searching for “TR%” will return a list of all TRs for all Travelers in TEM, which won’t help you find yours, so be precise with your searches. The TR number and report name are displayed in the title of every screen when you’re doing data entry in TEM. Reference that for easy searching.

To execute a search, type your search criteria in one of the fields and push Enter. This will return your results in the far left section of the application. Click on the document (the yellow file folder followed by your TR number, report name, and traveler name) you want once to select it. If this document already had items attached to it, those items would appear in the center section of the screen. Now that you’ve selected your TR, you are ready to attach files to your TR.
d) Attaching Files to your TR in Nolij

To start attaching files, first make sure the System and System Objects section are expanded by clicking the icon in the right corner of each section.

If this is your first time using Nolij, these sections will be collapsed.

When expanded, those two sections will look something like this:

The left side (System) shows drives and folders on your computer. When a drive or folder is selected, files in that folder are listed on the right side (System Objects).

To attach a file, locate the folder in the Systems section that contains the file you want to attach. Clicking on that folder should bring up a list of its contents in the System Objects section. To attach a file, you can drag and drop it into the section immediately above the System Objects window, or right-click the file and select Upload Files. To start attaching files, first make sure the System and System Objects section are expanded by clicking the icon in the right corner of the section.
The screen on the left shows a document that’s ready to be attached, and the screen on the right shows that document once it has been attached.

It’s important to note that, for security reasons, you will not be able to delete an item once it has been attached to a document. If you attached something to the wrong document or attached the wrong item, contact Travel Services to correct the error.

e) Previewing Attached Items

Once you items are attached, you can click on it to display a preview of that item in the far right section of your screen. You can also double-click an attached item to download it to your computer. This is an important step because your approvers will be reviewing your attachments through this same system, and you want to make sure they can read your attachments.

Once you have successfully attached all your receipts and supporting documentation, you’re just about ready to submit your TR for approval. At this time you can close Nolij and return to TEM.

If you didn’t close TEM while you were working in Nolij, your TEM session should still be there waiting for you. However, if you closed out of TEM or are returning to work on a TA that you started earlier, getting back to where you left off is a pretty simple process. First, you’ll need to log into TEM. Once in, go to the Expense Manager tab and select your Expense Report list. Find your In Process TR and double-click on it to open it.
7. **Submitting your TR**

Now that you’ve updated all your information to match what actually happened on your trip and attached all the necessary receipts and documentation, you’re ready to submit your TR for approval. First, look in the lower-right corner of your screen for one of these sets of buttons:

![View or Submit Report](image)

**OR**

![Submit, Print, View Related Documents](image)

You will see one of the sets of buttons shown above depending on what screen you have open when you’re ready to submit your TR. If you only see the View or Submit Report button, click that and it will take you to the summary page for your TR. However, if you see Submit, Print, and View Related Documents buttons, you are already on the summary screen, which is shown below:

![Summary Screen](image)

*This screen is what will be seen by your approvers when they review and approve your TR. Review it to make sure everything you wanted is included and presented the way you want.*
In addition to reviewing that summary page, you can also print two different reports that display information specific to your TR. To open a report, first click the Print button in the lower-right corner of the summary screen. Select the Summary Report or Detail Report, and click OK. This will open the chosen report in PDF format, so you can print it directly or save it for reference later.

You can also click the View Related Documents button to bring up a list of any documents associated with your TR. Since this example is a stand-alone TR, there will be no related documents. However, in other situations, you may also see other completed or in process TRs related to the TA and any advances requested as part of your trip. Examples of those are pictured below.
Now that you’ve reviewed and updated everything, you’re ready to submit your TR. To do this, click the **Submit** button in the bottom-right corner of the summary screen.

Remember that you can submit multiple Expense Reports in this same way.

When you click the **Submit** button, you will be asked if this is the last Expense Report you will file against your TA. If you are requesting reimbursement for all your travel-expenses at once, you’ll want to click **Yes**. However, if you are only requesting reimbursement for some of your expense snow and plan to request reimbursement for the rest at a later time, you’ll want to click **No**. Once you’ve made your selection, you will receive a confirmation notice saying that your TR has been submitted for approval, and you’re all done. When you go back to your Expense Report List, you’ll see that the status of your TR has changed from In Process to Submitted. To learn how to track your TR through the approval process, go to the [Checking on a Submitted TA or TR](#) section that’s later in this guide.

When in doubt about which option to choose, select Yes.
Checking on a Submitted TA or TR

You can also use TEM to track the routing status of a TA or TR that has been submitted for approval. To check up on your TA or TR, first log into TEM and find your submitted document on either the Authorization Reports or Expense Reports lists. Double-click the document to open it.

Opening your TA or TR will bring up a summary screen with tabs running along the left side of your screen for areas related to your document. Find the tab labeled Status History and click on that.

Pictured above is a Status History screen for a TA and an advance that was submitted with it. If you were to look at the Status History for a TR, you would only see history for that TR.

The Status History screen is divided into two sections, delineated by two tabs that appear immediately below the document title. The first tab shows document history (labeled as Authorization and Advance Report for TAs and Expense Report for TRs) and the second tab shows Workflow approval history (labeled as Workflow Approvals for both TAs and TRs).
Checking Document History

By default, the tab that is immediately open when you go to the Status History section of a document is the only that displays that document's history. Listed out are various milestones for the selected document such as when it was created, when it was submitted for approval, and when it was fully approved. For items like travel advances and reimbursements, it also shows when a payment was made to the Traveler.

Checking Workflow Approval Progress

Where the first history tab will show you when a document was submitted for approval and when that approval was completed, the second Workflow Approvals tab tracks where the document is during the approval process. This section tells you who has already approved your document (along with any comments they left) and who you document is currently waiting to be approved by. This information is especially helpful if you want to nudge approvers about an item pending their review.
Managing Outstanding Advances

Checking for Outstanding Advances
To check to see if you have any outstanding, open your Expense Manager tab (1) and go to your Outstanding Advances list (2). This page will list out any outstanding travel advance you currently have, based on the the TA it was submitted for. To find specific information on the advance, double-click the list item for the trip your advance was submitted for to open it (3).

With the TA open, click on the Related Documents section that’s listed on the left-hand side of your screen (4). Advances are shown in the top section under Advance Activity (5). There you will see your initial advance, its document number (the TV number) and its status. You will also see any expense reports that have been filed to help reconcile that advance. The net result of your initial advance and any reconciliation made against it is shown in the upper-right corner of the Advance Activity section (6).
Reconciling an Outstanding Advance

The easiest way to reconcile an advance is doing so as part of your reimbursement request. Details on how this is done are outlined in the How to Create an Expense Report from an Existing Travel Authorization section covered earlier. In short, TEM will ask you if you want to reconcile your advance as part of your TR, and you select Yes to do that.

If you are unable to process your advance through TEM, please contact Travel Services for further guidance.
Setting up Someone to be Your Delegate

Another function of TEM is the ability to assign Delegates to a Traveler. A Delegate is able to do a wide range of things for the Traveler they are assigned to. Your delegate can create a new TA or TR for you, they can fill out a complete TA or TR, and they can complete a TA or TR that you’ve started. The only things a Delegate cannot do for you are request a travel advance for you or submit a TA or TR for you. The Traveler will always request their own advances, the Traveler will always submit their own TAs and TRs.

If a Delegate creates a new TA for you, fills it out in its entirety, attaches all the supporting documentation you need, they still cannot submit that TA for approval for you. What your Delegate would do instead is forward that TA to you for review. Forwarding a document for Traveler review causes the system to send an email notification to the Traveler (you). This notification will explain that your Delegate has created a document for you and provide a link that will take you to it. From there, they can review the information that’s been entered and, if satisfied, submit it for approval.

If you need to be setup with a Delegate that wasn’t included in your initial TEM setup, this section will explain how. Note that having a Delegate does not prevent you from filling out your own TAs and TRs.

Looking for Your Delegate

You can only select a Delegate from the pool of people who have been setup as Delegates in TEM. People can be added or removed from that pool as needed, but your first step will be to see if the person you want for a Delegate has already been added to that pool.
Follow these steps to get to the Delegate setup screen:

1) Click on the Profile tab to open it

2) Go to the Assign Delegate section; this section will list anyone current setup as your Delegate

3) Click the Add Delegate button to start setting up the Add Delegate screen, pictured below

The Add Delegate screen is really a search window. The default search method is by last name, but you can use the advanced search feature to search by first name, last name, and/or W# (called Banner ID).

Use the search box to find the person you want to be your Delegate. Keep in mind that searches may return two people with the same name (e.g. John Jones), in these cases, you’ll have to ask your Delegate for their W# so you can distinguish them from others with the same name.

Regardless of how you search, you'll reach one of two conclusions; you'll either find the person you’re looking for or not find them. The next two sections explain what to do in each case.
Person Found – Setting Them as Your Delegate
If your search turned up the person you were looking for, select that person’s name from your search result list and click the Select button. They are now setup as your Delegate and can perform TEM tasks on your behalf.

Pictured above is a search that yielded Wanna VanCuren. If she was the delegate I was looking for, I would click on her name and then click Select.

Once you have selected your Delegate, they will appear on your list of Delegates under your Profile tab. However, if you did not find the Delegate you wanted in your search, move on to the next section.

Pictured above: your Delegate added to your list
Person Not Found – Requesting Delegate Setup from Travel Services
If your search turned up nothing or didn’t return the person you wanted, don’t worry, you can still ask Travel Services to set that person up as your Delegate. To do this, complete the Esign TEM Delegate Maintenance Form (https://esign.wwu.edu/admcs/process/forms/Business Services/TEM_delegate_maint2.aspx). Travel Services will use the information contained there to setup the Delegate you need and will inform you when that setup has been done. Once it is, that person will be able to perform TEM tasks on your behalf.
Acting as a Delegate for a Traveler

As mentioned in the previous section, another function of TEM is the ability to assign Delegates to a Traveler. Delegates can create and perform data entry in Travel Authorizations and Expense Reimbursements on behalf of a Traveler. This section will explain how a Delegate can perform these actions on behalf of a Traveler they are assigned to. If you need to be setup as a Delegate for a Traveler, just complete the Esign TEM Delegate Maintenance Form (https://esign.wwu.edu/admcs/process/forms/Business Services/TEM_delegate_maint2.aspx) and you will be notified when your setup is complete.

Selecting Your Traveler

The first step in acting for a Traveler is selecting the Traveler you need to act on behalf of. As noted in an earlier section, if you are a Delegate, the first tab you will see after logging into TEM is the Delegate Tab. On that page is a drop-down list of people you can act as in TEM. The default selection is yourself, but also on that list will be any other Traveler you have been setup as a Delegate for. Select the Traveler you would like to act as from the drop-down list.

Once you select a Traveler from the drop-down list, you essentially become that Traveler. To demonstrate this, click the Expense Manager tab, and you’ll notice that the name in the title of the section is the name of the Traveler you selected. At this point, you can click through the Outstanding Advances, Authorization Reports, and Expense Reports sections to each of those items for your selected Traveler (see an example of this below). Note that you can go to the Delegate tab at any time to change who you are acting as a Delegate for.

Select the Traveler you are going to act as a Delegate for from the Delegate tab.
Data Entry – Resuming an In Process TA or TR for a Traveler

As a Delegate, you can edit and add to a TA or TR that your Traveler has started. To work on an existing TA or TR, first go to your Traveler’s Expense Manager tab (1). Next, select their Authorization Reports (TAs) or Expense Reports (TRs) list (2), based on the kind of document you need to work on. Once you are in the correct section, find the document on the list and double-click it to open it (3). From there, you can make changes or additions like it was your own TA or TR. See the earlier sections on creating a new TA or creating a new TR for guidance on completing the data entry portion of either of these documents. You can also refer to the section below on Forwarding a Document for Traveler Review once you have completed the necessary data entry.
Data Entry – Creating a New TA or TR for a Traveler

Pictured above are the steps you would take to create a new TA on behalf of a Traveler you have selected from your Delegate tab.

As a Delegate, you can also start a new TA or TR for your Traveler. For a TA, follow these steps:

1) Go to the Expense Manager tab for the Traveler you are creating a TA for
2) Go to their Authorization Reports list
3) Click the New button above their list of documents

This will bring up the Create New Report screen where you will start your TA. See the earlier section on creating a new TA for guidance on completing the data entry portion of either of that document. Refer to the section below on Forwarding a Document for Traveler Review once you have completed the necessary data entry.

Pictured above are the steps you would take to create a TR based off an approved TA on behalf of a Traveler you have selected from your Delegate tab.
To create a new TR that’s based off one of your Traveler’s approved TAs, follow these steps:

1) Go to the Expense Manager tab for the Traveler you are creating TR for
2) Go to their Authorization Reports list
3) Find their approved TA on the list and click it once to select it
4) Click the Generate Expense Report button to start a TR based on the selected TA

This will bring up the Create New Report screen where you will start your TR. See the earlier section on creating a new TR for guidance on completing the data entry portion of either of that document. Refer to the section below on Forwarding a Document for Traveler Review once you have completed the necessary data entry.

**Forwarding a Document for Traveler Review**

While a Delegate is able to create documents and perform data entry on behalf of a Traveler, Delegates cannot submit a document for a Traveler. What Delegates are able to do instead is forward a document they have worked on to the Traveler for review. Forwarding a document triggers an email notification that is sent to the Traveler and informs them that something in TEM is ready for them to review and submit.

To forward a document for Traveler Review, open the TA or TR you want to forward. Next, look for either of these sets of buttons in the lower-right corner of your screen:

![View or Submit Report](image)

or

![Traveler Review, Print, View Related Documents](image)

You will see one of the sets of buttons shown above depending on what screen you have open when you’re ready to forward your document for Traveler Review. If you only see the View or Submit Report button, click that and it will take you to the summary where you’ll are able to forward the document. If you see the Traveler Review, Print, and View Related Documents buttons, you’re where you want to be.

To forward your document to the Traveler, click the Traveler Review button. This will forward the document and notify the Traveler that something is pending their review. When your Traveler receives the email notification, they can click the link included in it to be taken to the document they need to review. When they do, they will be taken to TEM, where they can review what has been entered and make any changes or additions, if necessary, before submitting the document for approval.
## Appendix Items

### Appendix Item A1 – Document Statuses and What They Mean

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Travel Authorizations (TAs)</strong></td>
<td></td>
</tr>
<tr>
<td>In Process</td>
<td>A TA that has been started but not yet submitted for approval.</td>
</tr>
<tr>
<td>Pending Review</td>
<td>A TA that was created by a Delegate and has been forwarded to the Traveler for their review and submittal.</td>
</tr>
<tr>
<td>Submitted</td>
<td>A TA that has been submitted for approval but is not fully approved.</td>
</tr>
<tr>
<td>Returned for Correction</td>
<td>A TA that was returned to the Traveler, by an approver, for correction.</td>
</tr>
<tr>
<td>Approved</td>
<td>A TA that has been fully approved.</td>
</tr>
<tr>
<td>Denied</td>
<td>A TA that was denied by an approver.</td>
</tr>
<tr>
<td><strong>Expense Reports (TRs)</strong></td>
<td></td>
</tr>
<tr>
<td>In Process</td>
<td>A TR that has been started but not yet submitted for approval.</td>
</tr>
<tr>
<td>Pending Review</td>
<td>A TR that was created by a Delegate and has been forwarded to the Traveler for their review and submittal.</td>
</tr>
<tr>
<td>Submitted</td>
<td>A TR that has been submitted for approval but is not fully approved.</td>
</tr>
<tr>
<td>Returned for Correction</td>
<td>A TR that was returned to the Traveler, by an approver, for correction.</td>
</tr>
<tr>
<td>Approved</td>
<td>A TR that has been fully approved.</td>
</tr>
<tr>
<td>Ready to Pay</td>
<td>A TR that has been fully approved and its reimbursement is being processed by Accounts Payable.</td>
</tr>
<tr>
<td>Paid</td>
<td>A TR that has been fully approved and its reimbursement has been paid out to the Traveler.</td>
</tr>
<tr>
<td>Denied</td>
<td>A TR that was denied by an approver.</td>
</tr>
<tr>
<td><strong>Travel Advances (TVs)</strong></td>
<td></td>
</tr>
<tr>
<td>Submitted</td>
<td>An advance that was submitted for approval along with a TA.</td>
</tr>
<tr>
<td>Approved</td>
<td>An advance that has been fully approved.</td>
</tr>
<tr>
<td>Ready to Pay</td>
<td>An advance that is fully approved and is being processed by Accounts Payable.</td>
</tr>
<tr>
<td>Paid</td>
<td>An advance that is fully approved and has been paid out to the Traveler.</td>
</tr>
<tr>
<td>Outstanding</td>
<td>An advance that has been paid out to the Traveler and has not been reconciled.</td>
</tr>
<tr>
<td>Overdue</td>
<td>An advance that has been paid out to the Traveler and has not been reconciled and is past its due date.</td>
</tr>
<tr>
<td>Reconciled</td>
<td>An advance that has been fully reconciled by the Traveler.</td>
</tr>
</tbody>
</table>
# Appendix Item A2 – Advance Rules and What They Mean

## Advance Rule Name, Use, and Restrictions

<table>
<thead>
<tr>
<th>Faculty and Staff Travel</th>
<th>– Use for general faculty or staff travel for individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule #1</td>
<td>Cannot request an advance for less than $100</td>
</tr>
<tr>
<td>Rule #2</td>
<td>Cannot request more than 80% of your estimated per diem expenses</td>
</tr>
<tr>
<td>Rule #3</td>
<td>Cannot request an advance larger than $5,000</td>
</tr>
<tr>
<td>Rule #4</td>
<td>Cannot have more than 3 of these advances open at a given time</td>
</tr>
<tr>
<td>Rule #5</td>
<td>Cannot have more than $15,000 in open advances at a given time</td>
</tr>
<tr>
<td>Rule #6</td>
<td>You must request an advance at least 7 calendar days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #7</td>
<td>An advance cannot be paid to you more than 10 days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #8</td>
<td>You have 40 days to reconcile an advance before it is considered “Overdue”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Athletics Travel</th>
<th>– Use if you are part of Athletics; for both individual and group travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule #1</td>
<td>Cannot request an advance for less than $100</td>
</tr>
<tr>
<td>Rule #2</td>
<td>Cannot request more than 100% of your estimated per diem expenses</td>
</tr>
<tr>
<td>Rule #3</td>
<td>Cannot request an advance larger than $5,000</td>
</tr>
<tr>
<td>Rule #4</td>
<td>Cannot have more than 15 of these advances open at a given time</td>
</tr>
<tr>
<td>Rule #5</td>
<td>Cannot have more than $75,000 in open advances at a given time</td>
</tr>
<tr>
<td>Rule #6</td>
<td>You must request an advance at least 7 calendar days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #7</td>
<td>An advance cannot be paid to you more than 10 days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #8</td>
<td>You have 40 days to reconcile an advance before it is considered “Overdue”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group Travel</th>
<th>– Use if you are traveling with a group (and are not part of Athletics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule #1</td>
<td>Cannot request an advance for less than $100</td>
</tr>
<tr>
<td>Rule #2</td>
<td>Cannot request more than 100% of your estimated per diem expenses</td>
</tr>
<tr>
<td>Rule #3</td>
<td>Cannot request an advance larger than $20,000</td>
</tr>
<tr>
<td>Rule #4</td>
<td>Cannot have more than 2 of these advances open at a given time</td>
</tr>
<tr>
<td>Rule #5</td>
<td>Cannot have more than $40,000 in open advances at a given time</td>
</tr>
<tr>
<td>Rule #6</td>
<td>You must request an advance at least 7 calendar days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #7</td>
<td>An advance cannot be paid to you more than 10 days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #8</td>
<td>You have 40 days to reconcile an advance before it is considered “Overdue”</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Foundation Advances</th>
<th>– Use if your travel advance is being paid for with Foundation funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule #1</td>
<td>Cannot request an advance for less than $100</td>
</tr>
<tr>
<td>Rule #2</td>
<td>Cannot request more than 80% of your estimated per diem expenses</td>
</tr>
<tr>
<td>Rule #3</td>
<td>Cannot request an advance larger than $5,000</td>
</tr>
<tr>
<td>Rule #4</td>
<td>Cannot have more than 3 of these advances open at a given time</td>
</tr>
<tr>
<td>Rule #5</td>
<td>Cannot have more than $15,000 in open advances at a given time</td>
</tr>
<tr>
<td>Rule #6</td>
<td>You must request an advance at least 7 calendar days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #7</td>
<td>An advance cannot be paid to you more than 10 days prior to the start of your trip</td>
</tr>
<tr>
<td>Rule #8</td>
<td>You have 40 days to reconcile an advance before it is considered “Overdue”</td>
</tr>
</tbody>
</table>
Appendix Item A3 – High Level TEM Process Flowchart

The flowchart on the next page provides a generalized view of TEM-related processes. Your department or office may have additional travel-related processes that must be done in addition to what’s outlined here. Be sure to check with your Department Manager, Office Administrator, or your supervisor prior to traveling to see if your area has any of these specialized requirements.

If you have questions regarding this flowchart, please don’t hesitate to contact Financial Systems at x4220 or via email at BFSYS@wwu.edu.
TA creation and data entry can be done by either the Traveler, their Delegate, or as a combined effort by both. However, only the Traveler can submit their own travel documents.

Once a TA is completed, it is considered fully approved, and an encumbrance is created for the estimated reimbursable expenses. If an advance was requested, that advance will be queued up to be paid.

TR creation and data entry can be done by either the Traveler, their Delegate, or as a combined effort by both. However, only the Traveler can submit their own travel documents.

Once a TR is completed, it is considered fully approved, and any reimbursable amount is queued up to be paid to the Traveler in the next A/P check run. That reimbursable amount will also reduce or liquidate the encumbrance created by the TA.
Appendix Item B1 – TEM Quick Sheet – Choosing Between In-State and Out-of-State Expenses for Airfare, Lodging, and/or Meals

Because of Washington State reporting requirements, expense items related to airfare, lodging, and meals have to be identified as being either In-State or Out-of-State Expenses. This guide will help you decide whether your airfare, lodging, or meal related expenses should be recorded as In-State or Out-of-State. If you have any questions not answered by this guide, please don’t hesitate to contact Travel Services or Financial Systems at:

<table>
<thead>
<tr>
<th>Travel Services</th>
<th>Financial Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>x3341</td>
<td>MS-1420</td>
</tr>
</tbody>
</table>

TEM now gives you two options to choose from (In-State versus Out-of-State) when it comes to airfare, lodging, and meal expenses. Those options are...

<table>
<thead>
<tr>
<th>In-State Expense Items</th>
<th>For Airfare</th>
<th>For Lodging</th>
<th>For Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Airfare</td>
<td>In-State Lodging – Actual</td>
<td>In-State Meals – Actual</td>
<td></td>
</tr>
<tr>
<td>In-State Lodging – Per Diem</td>
<td>In-State Meals – Per Diem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-State Lodging – Group Per Diem</td>
<td>In-State Meals – Group Per Diem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-State Lodging – Exceeds Per Diem</td>
<td>In-State Meals – Exceeds Per Diem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Out-of-State Expense Items</th>
<th>For Airfare</th>
<th>For Lodging</th>
<th>For Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-of-State Airfare</td>
<td>Out-of-State Lodging – Actual</td>
<td>Out-of-State Meals – Actual</td>
<td></td>
</tr>
<tr>
<td>Out-of-State Lodging – Per Diem</td>
<td>Out-of-State Meals – Per Diem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State Lodging – Group Per Diem</td>
<td>Out-of-State Meals – Group Per Diem</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out-of-State Lodging – Exceeds Per Diem</td>
<td>Out-of-State Meals – Exceeds Per Diem</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Whether your expenses are considered In-State or Out-of-State depends on your destination. If your destination is in the State of Washington, you are going on In-State Travel and you will have In-State travel expenses for airfare, lodging, and/or meals. If your destination is outside the State of Washington (including foreign countries), you are going on Out-of-State or Foreign Travel and you will have Out-of-State travel expenses for airfare lodging, and/or meals.

**Example 1 – You are flying to Spokane, Washington, for three days**
In this case, since you are traveling to Spokane (i.e. somewhere in the State of Washington), you are going on In-State Travel. Accordingly, you will want to record your airfare to/from Spokane as In-State Airfare, and you’ll want to record any meal or lodging expenses as In-State Meals and/or In-State Lodging.

**Example 2 – You are flying to Los Angeles, California, for three days**
In this case, since you are traveling to California (i.e. somewhere outside the State of Washington), you are going on Out-of-State Travel. Accordingly, you will want to record your airfare to/from Los Angeles as Out-of-State Airfare, and you’ll want to record any meal or lodging expenses as Out-of-State Meals and/or Out-of-State Lodging.
**Example 3 – You are flying to Madrid, Spain, for three days**
In this case, since you are traveling to Madrid (i.e. a foreign country), you are going on Foreign Travel. Accordingly, you will want to record your airfare to/from Madrid as Out-of-State Airfare, and you’ll want to record any meal or lodging expenses as Out-of-State Meals or Out-of-State Lodging.

The earlier examples demonstrate that the choice between whether an expense is In-State or Out-of-State is pretty straightforward when your trip only has one destination, but more complicated travel scenarios that have multiple destinations can make things seem less straightforward. Regardless of how many different destinations you are dealing with, the same logic still applies. Here are some examples of more complex travel scenarios:

**Example 4 – You are flying to Los Angeles, California, for three days and then immediately after, you are flying to Chicago, Illinois, for two days**

In scenarios like this, it helps to think about your two different destinations (Los Angeles and Chicago) as two separate trips and evaluate whether they should be considered In-State or Out-of-State separately. Traveling to Los Angeles is considered Out-of-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as Out-of-State Airfare, Out-of-State Lodging, and/or Out-of-State Meals. Traveling to Chicago is also considered Out-of-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as Out-of-State Airfare, Out-of-State Lodging, and/or Out-of-State Meals as well.

**Example 5 – You are flying to Spokane, Washington, for three days and then immediately after, you are flying to Chicago, Illinois, for two days**

Again, it helps to think about your two different destinations (Spokane and Chicago) as two separate trips and evaluate whether they should be considered In-State or Out-of-State separately. Traveling Spokane is considered In-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as In-State Airfare, In-State Lodging, and/or In-State Meals. Traveling to Chicago is considered Out-of-State Travel, so your airfare, meals, and lodging expenses for that part of your trip would be recorded as Out-of-State Airfare, Out-of-State Lodging, and/or Out-of-State Meals. You would end up with both In-State and Out-of-State expenses on your TA or TR.

**Example 6 – You had a blanket TA and now you are seeking reimbursement for multiple trips with different destinations**

Again, it helps to think about your various destinations as separate trips and evaluate whether they should be considered In-State or Out-of-State separately. Expenses from the trips considered In-State Travel would be recorded as In-State Airfare, In-State Lodging, and/or In-State Meals. Likewise, expenses from trips considered Out-of-State or Foreign Travel would be recorded as Out-of-State Airfare, Out-of-State Lodging, and/or Out-of-State Meals. Again, you may end up with a mix of both In-State and Out-of-State expenses on one travel document.

Note that all possible travel scenarios can be covered by this guide, so if you are unsure of how to record expenses for your specific situation, please feel free to contact Travel Services or Financial Systems at:

<table>
<thead>
<tr>
<th>Travel Services</th>
<th>Financial Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>x3341</td>
<td>MS-1420</td>
</tr>
</tbody>
</table>
Appendix Item B2 – TEM Quick Sheet – TEM/Nolij/Workflow Compatibility and Accessibility

This guide will help you understand what devices and systems TEM, Nolij, and Workflow are compatible with, as well as where you can access each of these resources from. If you have any questions not answered by this guide, please don't hesitate to contact Travel Services or Financial Systems at:

<table>
<thead>
<tr>
<th>Travel Services</th>
<th>Financial Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>x3341</td>
<td>MS-1420</td>
</tr>
</tbody>
</table>

Please understand that all existing devices and systems cannot be covered by this short guide, so if you have questions about something not specifically mentioned here, please feel free to contact Travel Services or Financial Systems.

Compatibility and Accessibility with Desktops and Laptops

Where can TEM resources be accessed from?

<table>
<thead>
<tr>
<th>TEM</th>
<th>WWU Network</th>
<th>WWU Wireless</th>
<th>External Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nolijweb</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Workflow</td>
<td>Yes</td>
<td>Requires VPN</td>
<td>Requires VPN</td>
</tr>
</tbody>
</table>

How do I know which of these networks I’m using?

- **WWU Network** – This is the wired computer network at Western. You are using it if you are using a computer that is connected to a data jack in the wall for Internet access.
- **WWU Wireless** – This is the wireless network at Western. You are using it if you are wirelessly connected to any of the “WWUwireless” access points around campus.
- **External Network** – This is any other network that gives you access to the Internet, such as Wi-Fi at your home, a hotel, or an off-campus coffee shop.

Which web browsers can be used to get to TEM resources?

<table>
<thead>
<tr>
<th>TEM</th>
<th>Internet Explorer</th>
<th>Firefox</th>
<th>Chrome</th>
<th>Safari</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nolijweb</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Workflow</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Please note that the list above only shows web browsers that have been specifically tested here at Western. However, many more web browser options are available and many of them are likely to work as well. Also note that you may need Adobe Flash Player installed to get TEM to work properly.
Compatibility and Accessibility with Mobile Devices (phones, tablets, etc.)

What mobile devices are compatible with TEM resources?

<table>
<thead>
<tr>
<th>TEM</th>
<th>Android Devices 4.0.x or earlier</th>
<th>Android Devices 4.0.x or later</th>
<th>Apple Mobile (iOS) Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEM</td>
<td>Yes</td>
<td>Yes**</td>
<td>Yes**</td>
</tr>
<tr>
<td>Nolijweb</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes**</td>
</tr>
<tr>
<td>Workflow</td>
<td>Yes</td>
<td>Yes**</td>
<td>Yes**</td>
</tr>
</tbody>
</table>

Please note that you need Flash support installed on your mobile device to get TEM to work properly.

** Unfortunately, Flash is currently not supported on Android devices running version 4.x or later. In some cases, you may be able to manually install Flash and get TEM to work by following the instructions on Adobe’s website, here: [http://forums.adobe.com/thread/1061194?tstart=0](http://forums.adobe.com/thread/1061194?tstart=0). You’ll want to select the most recent version of flash player from the “Flash Player for Android” list. In other cases, you may need to find and install a different flash player application that provides built-in flash support.

*** Unfortunately, Flash is currently not supported on any Apple mobile (iOS) devices. In order to use TEM from your Apple mobile device, you will need to install an app that provides built-in flash support.

How can TEM resources be accessed from my mobile device?

<table>
<thead>
<tr>
<th>TEM</th>
<th>Mobile Carrier Network</th>
<th>WWU Wireless Network</th>
<th>Other Wireless Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEM</td>
<td>Yes*</td>
<td>Yes*</td>
<td>Yes*</td>
</tr>
<tr>
<td>Nolijweb</td>
<td>Requires VPN</td>
<td>Requires VPN</td>
<td>Requires VPN</td>
</tr>
<tr>
<td>Workflow</td>
<td>Requires VPN</td>
<td>Yes</td>
<td>Requires VPN</td>
</tr>
</tbody>
</table>

*Remember that TEM requires Flash support in order to run properly.

How do I know which of these networks I’m using?

- **Mobile Carrier Network** – You are using your mobile carrier network if you are using your mobile device and are not connected to a wireless network as well.
- **WWU Wireless Network** – You are using the WWU wireless network if you are wirelessly connected to any of the “WWUwireless” access points around campus.
- **Other Wireless Network** – You would be using this if your mobile device was connected to a wireless network other than the WWU Wireless network.

What is VPN? How can I get it if I need it?

A VPN connection allows you to connect to a specific network from anywhere you have an Internet connection. For TEM resources, it allows you to access things that you would normally need to be at your computer on campus to access, things like Nolijweb or Banner Workflow.

To find out more about VPN access, or to request it, visit the ATUS website for instructions ([http://west.wwu.edu/atus/helpdesk/vpn.shtml](http://west.wwu.edu/atus/helpdesk/vpn.shtml)) or contact the ATUS Help Desk at x3333.
Appendix Item B3 – TEM Quick Sheet – Email Notification Information

One feature of our travel processing systems is that it will send email notifications to Travelers, Delegates, Approvers, and Proxies relating to document status updates or to lets someone know when their action is required on a given travel document. This sheet will briefly outline when notifications are sent out and what parties they are sent to. If you have any questions not answered here, please don’t hesitate to contact Travel Services or Financial Systems at:

<table>
<thead>
<tr>
<th>Travel Services</th>
<th>Financial Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>x3341</td>
<td>MS-1420</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action that Results in a Notification</th>
<th>Notified Parties</th>
<th>Notification Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate notifies a Traveler that a travel document has been created on their behalf and is ready for their review/submittal.</td>
<td>From: Travel Services To: Traveler Cc: n/a</td>
<td>Action Required (review/submit)</td>
</tr>
<tr>
<td>Travel document comes to an Approver and requires their review/action.</td>
<td>From: Travel Services To: Approver Cc: All Proxies for Approver</td>
<td>Action Required (review/approve)</td>
</tr>
<tr>
<td>Approver takes action on a travel document (e.g. Approves, Denies, or Returns for Correction).</td>
<td>From: Approver To: Traveler Cc: Delegate that assisted on the travel document</td>
<td>FYI / No Action Required</td>
</tr>
<tr>
<td>Approver does not include a comment when denying or returning a document for correction.</td>
<td>From: Travel Services To: Approver, Traveler Cc: Traveler’s Delegate</td>
<td>Action Required (Approver adds comment)</td>
</tr>
<tr>
<td>Processing a travel document results in a system error.</td>
<td>From: Travel Services To: Traveler, last Approver Cc: Delegate that assisted on the travel document</td>
<td>Action Required (contact Travel Services)</td>
</tr>
</tbody>
</table>
Appendix Item B4 – TEM Quick Sheet – Setting up Email Filters for TEM/Workflow Notifications

This guide will show you how to filter the TEM email notifications that are sent to your Western email address. While this guide is specifically for the Microsoft Outlook desktop client, content in each notification (identified later) used to separate one type of notification from another can be translated to other email clients as well. If you need help or clarification on any of the steps below, or help setting up more complex filters than the one outlined below, please don’t hesitate to contact Travel Services or Financial Systems at:

<table>
<thead>
<tr>
<th>Travel Services</th>
<th>Financial Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>x3341</td>
<td>MS-1420 <a href="mailto:Travel.Services@wwu.edu">Travel.Services@wwu.edu</a></td>
</tr>
</tbody>
</table>

The example below is for creating a single, basic filter that will put all Workflow notifications into a target folder. It will filter these email using a combination of the sender (Travel Services) and text included in subject line of each email notification (“Travel & Expense Document” or “Travel and Expense Document”).

Getting to the Rules & Alerts Screen in Outlook

1) Open Outlook and look for the File tab in the upper-left corner of the screen. Click on the File tab to open it.

2) Once you’ve opened the File tab, look for a button that says Manage Rules & Alerts. It should be at the bottom of the Account Information section. Click that button.

3) Clicking that button will open the Rules and Alerts screen.

Creating the Email Rule from the Rules and Alerts Screen

4) When you have the Rules and Alerts screen open, click the New Rule button to bring up the Rules Wizard.
5) When the **Rules Wizard** opens, make sure the “**Move message from someone to a folder**” template is selected. Once it is, click the **next** button on the bottom of the wizard.

6) On the next screen, first make sure the top two boxes are checked under Step 1. They should be for “**from people or public group**” and “**with specific words in the subject**”.

7) When you select those boxes, you'll notice that the rule description under Step 2 will change. Blue, underlined sections will be added that correspond to the criteria you want your filter to use. The rules we are creating have three criteria:
   1. “people or public group” -> who the emails you want to filter are from
   2. “specific words” -> that's in the subject line of the emails you want to filter
   3. “specified folder” -> the folder you want to filter these emails into

8) Under Step 2, click on **people or public group**, select Travel Services from the Outlook address book, and click **OK**. Your rule description under Step 2 should now list Travel Services.

9) Next, under Step 2, click on **specific words**. This will bring up the screen pictured to the right, which you use to add specific words or phrases that appear in the subject line of the emails you want to filter out using this rule. Keep in mind that words/phrases you add on this screen are case sensitive.
10) Add the following, bolded phrases as two separate items: Travel & Expense Document and Travel and Expense Document. Your added items should appear as they do in the picture to the right. Click OK when finished.

11) Finally, under Step 2, click on specified folder. Either select an existing folder to filter these emails into or create a new folder specifically for these email notifications. Click OK when finished.

12) Your rule description under Step 2 should now look like the image to the right. Click Finish to create the rule.

13) Finally, click Apply at the bottom of the Rules and Alerts screen, and you’re done! This rule will now be used for any incoming email that matches the criteria you setup. You can edit, delete, or manually run the rule from the Rules and Alerts screen at any time.

Again, if you need clarification on anything you’ve read here, or help setting up more complex filters than the one outlined in this quick sheet, please don’t hesitate to contact Travel Services or Financial Systems at:

| Travel Services | Financial Systems |
|x3341 | MS-1420 | Travel.Services@wwu.edu | X4220 | MS-1440 | BFSYS@wwu.edu |