Travel Expense Management System (TEM)

TEM can be accessed from this link:  
http://tems.alaska.edu:9042/tvlexp/tvlexp-flex/index.jsp

You will need to log in to TEM to setup your profile and the IAC Fiscal Tech as an approver and also add delegates (IAC Fiscal Tech and CRCD lead travel coordinator). A delegate enters information into TEM for an authorization or an expense report on behalf of a traveler the traveler only needs to log into TEM to submit the authorization or expense report to their first line approver as identified in their profile.

The links to TEM can also be found through UAOnline under the Finance tab - Finance Travel or through the UA travel website (alaska.edu/travel/) under travel links. You do not need to log in through UAOnline to access TEM it is only a method to get to these sites. Please save these in your bookmarks for easy access.

TEM log-in credentials:  
User Name = UA ID number (30-Million number)  
Password = First 6 digits of PIN from UAOnline (same PIN that is used to certify your timesheets)

TEM Travel Authorization (AT)

Once the AT is complete, the I-AC Fiscal Tech will submit to the employee for their approval. The traveler will receive an email from sydevel@alaska.edu. Please follow the instructions listed in the email to approve the travel authorization. Once the traveler has reviewed and submits the AT, it will then be routed for required approvals from the Fiscal Officer and the Dean/ Director. *(For grant funded travel, the AT will require additional OGCA approval in TEMS).*

When all approvals have been obtained by the Fiscal tech you will receive another e-mail firm sydevel@alaska.edu letting you know your travel has been approve. At this point the I-AC Fiscal Tech has the authorization to make airfare purchases. The traveler is also now allowed to make their hotel arrangements as well as any other ground transportation arrangements.
TEM Travel Expense Reimbursement (ER)

After travel has been completed and traveler is no longer in travel status an expense report will need to be created. It is the traveler's responsibility to turn in receipts for any approved out of pocket expense (food receipts not required).

- If you have no out of pocket expense (lodging, ground trans., etc.) send an e-mail to the Fiscal tech travel was completed without interruption -no receipts to turn in.

Please see below for receipt expectation:

Lodging - A folio or receipt showing dates of stay, cost per night, payment type, and payment to hotel showing a zero balance. *Please also indicate if breakfast was provided*

Rental Car - A rental car receipt of payment. This will have the rental car size, time of check in and check out, the cost per day, taxes/fees, payment/payment type with a zero balance. (a rental car agreement will not be admissible).

Gas - Date time gallons filled and cost per gallon If you are approved to rent a car you must fill it up before returning. The gas receipt will be reimbursed.

Parking - Dates, -times and cost. (valet parking will not be reimbursed without a business justification)

Taxi/Shuttle/Bus/Train/Ect. - Date, to and from and cost (tip will not be reimburse as it is covered in your per diem incidental portion)

Mileage reimbursement for POV - Car mileage form completed with odometer reading as well as Google map print out of route and miles

*Please tape small receipts to an 8 ½ X 11 piece of paper to be turned in.*

Once receipts are received the Fiscal tech will process an ER in TEMS and submit to the traveler for review.

You will receive another e-mail form sydevel@alaska.edu.

Follow the link to review and submit you travel expense reimbursement.

The Fiscal tech will forward for director approval and scan-e-mail the travel packet to CRCD lead travel coordinator for review to be forward on to UAF central travel for Final review and payment. You will receive an e-mail from dadupee@alaska.edu letting you know your ER has been approved and will receive payment direct deposit around 3 days later.