

TEM Tips and Tricks

	Tip or Trick
1.	All TEM users should have a Creator Proxy set up in TEM. Manager Approvers and Charge Code Reviewers should also have a Reviewer Proxy.
2.	Before creating an Expense Report (ER) for a vendor, non-employee or student, find their University Identification Number (UIN) or Vendor ID, active address, and correct sequence code from FTMVEND in Banner .
3.	When creating an ER to reimburse someone else, start a Proxy session to avoid paying yourself.
4.	Choose the correct Purpose and Expense Type in TEM to apply the correct business rules and ensure accurate tax reporting. Review the Purpose of the Document job aid.
5.	Provide a detailed Business Purpose, explaining the reason for the expenses and how the expenses benefit the University. Review the Providing a Detailed Business Purpose/Justification job aid.
6.	Choose the correct Payee Affiliation when entering an ER that included a T-Card transaction. EXAMPLES: If an employee is receiving <i>any</i> reimbursement from the expense report, choose the Payee Affiliation of "Employee." If an expense report contains <i>only</i> T-Card transactions, and the employee is not receiving any reimbursement, choose the Payee Affiliation of "Vendor."
7.	Use the correct expense types and separate different expenses.
8.	When in doubt, provide details! Detailed information facilitates faster payment.
9.	Attach backup documentation such as receipts, conference brochures, and/or T-Card transactions to substantiate the expenses.
10.	Power Users—You can attach <i>all</i> unattached Arranged Travel expenses in one ER instead of multiple ERs. Simply enter the name of one traveler in the ER and the names of the other travelers and the business justification for the travel in the Notes section.

TEM Common Errors and Solutions

Here are common errors that would cause an ER to be rejected and sent back to an employee to be corrected, along with its solution.

Error	Solution
UIN/Name do not match	Verify UIN and name; correct as needed.
Vague Business Purpose	Provide a detailed Business Purpose in TEM.
Missing receipts/proof of payment	Attach all original receipts or proof of payment to expense reports.
Lodging overage exception	For conference lodging, provide a copy of conference documentation showing information about designated conference hotels.
Contract required	Attach copy of contract or enter contract number on ER.