UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN · CHICAGO · SPRINGFIELD

TEM
travel & expense management

Charge Code Reviewer Maintenance

TEM has an electronic workflow that automatically routes Expense Reports (ER) or Travel Plans (TP) for approval based on the Project (C-FOPAL) code. The unit's fiscal officer or business manager will review and approve expenses charged against a particular charge code. Access needs to be granted before the fiscal officer or business manager reviews and approves charge codes on ERs and TPs.

Step	Task
1.	Access the **Security Application (SECAPP).**
2.	Click **Initiate Request** link.
3.	Click the **TEM** link.
4.	Click the **Charge Code Reviewer** link.
5.	Click the **Organization Access** link.
6.	Select the following items from the menu: 1) Chart of Accounts 2) Organization 3) Reviewer 4) User Type 5) Action
7.	Click the **Save** button.

Once the request has been submitted, the user will be entered into *Banner* and will be able to review and approve for the designated TEM Project Code.