# TEM Roles and Responsibilities

To process payment requests in the Travel and Expense Management System (TEM) as a General User, Manager, Charge Code Reviewer, or Power User, contact your Unit Security Contact (USC) to set up your security access.

| Role | Responsibility |
|---|---|
| **General User** | General Users can request Advances, Employee Travel Reimbursements, and Employee Miscellaneous Reimbursements. |
| **Manager** | Managers approve the Expense Reports and Travel Plans of the employees assigned to them. Usually the Manager is the supervisor or the department head. |
| **Charge Code Reviewer** | Each ***Banner*** organization code (org code) must have a Charge Code Reviewer and an Alternate Charge Code Reviewer. Employees in this role review and approve C-FOPAL information on Expense Reports for the org codes assigned to them. |
| **Power User** | Power Users can perform the same functions as General Users. In addition, they can submit requests to have C-FOPAL codes added to TEM and request payment to vendors, University guests, and students. Typically, Power Users are unit business personnel. |
| **Post Pay Auditor** | Provides users the ability to search for documents outside of their workflow by Expense Report (ER) number and view them in read-only mode. Users with access to ***Banner*** invoice query forms will automatically be given this profile. |


© 2014-2016 University of Illinois – Office of Business and Financial Services. All rights reserved.