

## System Navigation—My Inbox<sup>1</sup>

**TEM** Expense Management  
travel & expense management

Welcome | [Sign Out](#)

**1** My Inbox My Info

**2** Refresh Inbox **3** Receipts **4** Start Proxy

**5** You can find the current University Payables processing date by accessing the link "Current UPay Processing Date" located on the right side of your screen under WEB LINKS:

**5** Inbox [5] **6** Review **7** Credit Card [12]

**8** Search My Documents **9** Filter Documents **10** Document filter is used. [Export](#)

Action	Title	Type	Tracking Number	Total	Activity	Created	Pending
	Conference		TP00020018	\$200.00	TP Create	12/3/13	
	Travel to university		ER00500810	\$56.50	ER Manager Review	12/19/13	Mary
	Search for Project		ER00500806	\$3,877.83	ER Create	12/18/13	
	ADV Italy		ER00500781	\$100.00	ER Receipt Hold	12/12/13	AutoApprovalBkg Robot
	ADVR Meeting_1		ER00500634	\$200.00	ER Receipt Hold	12/6/13	AutoApprovalBkg Robot

**10** Web Links

- [Current UPay Processing Date](#)
- [TEM Resource Page](#)
- [Account Code Descriptions](#)
- [Travel Warnings - Bureau of Consular Affairs](#)

The **My Inbox<sup>1</sup>** tab displays the home page. From the My Inbox tab, you can create a new Expense Report (ER) or Travel Plan (TP). This is also the location for the:

- **Refresh Inbox<sup>2</sup>**, **Receipts<sup>3</sup>**, and **Start Proxy<sup>4</sup>** buttons;
- **Inbox<sup>5</sup>**, **Review<sup>6</sup>**, and **Credit Card<sup>7</sup>** tabs;
- **Search My Documents<sup>8</sup>** and **Filter Documents<sup>9</sup>** buttons;
- **Web Links<sup>10</sup>** section; and
- **Sign Out<sup>11</sup>** link.

The **Inbox<sup>5</sup>** tab has 12 columns (*Activity*, *Title*, and so on) providing ER and TP details.

The **Review<sup>6</sup>** tab allows you to review documents for review and approval.

The **Credit Card<sup>7</sup>** tab displays outstanding T-Card charges.

View/Edit Document

Recall Document

View Receipt

Insert Receipts

Delete

Create a new Expense Report (ER)

Create a new Travel Plan (TP)

View Document History

Print Document

When the light bulb icon is displayed, the document filter is being used.

## System Navigation—My Info<sup>12</sup>

TEM Expense Management

Welcome | [Sign Out](#)

My Inbox **12** My Info

Profile

User ID: john2222 Cost Center: Default Cost Center Manager: Mary Mileage Rate:  
Employee Number: 123456789 Department: Default Department Division: Default Division Company: University of Illinois

**13** **14** **15** **16**  
Basic Information Creator Proxy Reviewer Proxy Set Default Project

To update profile, enter the updated information and click Update Profile.

Title

I am out of office

[+ Additional Email Addresses](#)

The **My Info**<sup>12</sup> tab displays your profile information. Here you'll find the:

- **Basic Information**,<sup>13</sup>
- **Creator Proxy**,<sup>14</sup>
- **Reviewer Proxy**,<sup>15</sup> and
- **Set Default Project**<sup>16</sup> tabs.