System Navigation—My Inbox[1]

11

TEM travel & expense management

Expense Management

Welcome | Sign Out

1
My Inbox   My Info

10

Documents

Web Links

2   **3**   **4**
Create New: [icons]   Refresh Inbox   Receipts   Start Proxy

- Current UPay Processing Date
- TEM Resource Page
- Account Code Descriptions
- Travel Warnings - Bureau of Consular Affairs

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

8 Search My Documents   Filter Documents **9**   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

The **My Inbox**[1] 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,**[2] **Receipts,**[3] and **Start Proxy**[4] buttons;
- **Inbox,**[5] **Review,**[6] and **Credit Card**[7] tabs;
- **Search My Documents**[8] and **Filter Documents**[9] buttons;
- **Web Links**[10] section; and
- **Sign Out**[11] link.

The **Inbox**[5] tab has 12 columns (*Activity, Title,* and so on) providing ER and TP details.

The **Review**[6] tab allows you to review documents for review and approval.

The **Credit Card**[7] tab displays outstanding T-Card charges.

ICONS

🖉 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[12]

The **My Info**[12] tab displays your profile information. Here you'll find the:

- **Basic Information,** [13]
- **Creator Proxy,** [14]
- **Reviewer Proxy,** [15] and
- **Set Default Project**[16] tabs.