

PWSC Travel Expense Module (TEM) Set Up Instructions for Travelers



Step 1: Profile		TEM: http://www.alaska.edu/travel/helpful-links/
Address or Direct Deposit	Click the Pencil icon and a list of addresses is displayed. Choose from the list of addresses and click <Select>. Direct Deposit is highly recommended for timely reimbursement. Go to UAOnline to sign up. This is different than payroll direct deposit.	
E-Mail	Click the Pencil icon and select an email and click <Select>.	
Approver (currently Nan Haley)	To add or change an Approver, click the Pencil icon. Choose a search by Last Name or Select Attributes to search by Banner ID, First Name or Last Name. Click <Go>. Highlight Approver and click <Select>.	
*Workflow Login ID	To add or change Workflow Login ID click the Pencil icon. Enter Workflow ID and click <Save>. *This is only applicable to employees who approve travel through Workflow.	
Funding Default Example: PWSC General fund=106910 OAS Organization=28601	To add or remove funding, click the Pencil icon. To add funding, enter B in <i>Chart</i> , enter <i>Fund</i> or choose from the scroll down menu. Enter <i>Organization</i> or choose from the scroll down menu. Accept the <i>Program</i> default. <i>Account</i> , <i>Location</i> and <i>Project</i> are not used. Click the <Add> button. To remove <i>Funding Default</i> , click the <X>.	
Step 2: Assign Delegate		
Add Delegate	On the Profile tab click the <Add Delegate> button.	
Choose a Delegate (currently Nan Haley)	Search by Last Name or Select Attributes to search by Banner ID, First Name or Last Name. Click <Go>.	
Selection	Highlight the Delegate and click <Select>.	
Removing a Delegate	Click the <Remove> button and then select <Remove All>.	
Step 3: What Your Delegate Needs before your trip – Please fill out the Pre-trip Information Sheet		
Purpose of Trip	Are you giving training or having a meeting etc?	
Departure Date and Time	Date and time you leave your home or Workstation	
Training Date and Time	Actual date and time business starts and stops	
Return Date and Time	Date and time you return to your home or Workstation	
Home or Workstation Physical Address	May be needed for mileage	
Business Location Physical Address	May be needed for your delegate to find best choice for hotel	
Method of Transportation	Flying, driving, ferry (flying is the preferred method, show need for any other form and do cost comparison).	
Communication about traveling at employee convenience	This type of travel should be the exception and while still an option, needs additional time for processing and communication with delegate.	
Rental Car Authorization Tool and UA Authorized Driver Approval (if applicable)	Tool is always needed for approval of rental car. UA Driver Authorization needed for rental or personal vehicle use.	
Step 4: What Delegate Provides the Traveler		NOTIFY SUPERVISOR OF FLIGHT CANCELLATIONS/OTHER CHANGES
Arrange and prepay for your airfare	To insure cost effectiveness.	
Arrange for your hotel	Normally payment must be made by the traveler at check out.	
Enter and process Travel Authorization in TEM	Traveler will not enter but will need to look over, and submit for approval.	
Collect receipts from you and process expense report upon completion of travel.	Refer to UA Travel Regulations (http://www.alaska.edu/travel) for allowable expenses.	
Step 5: What Traveler Provides their Delegate		SUPERVISOR & TRAVELER NOTIFIES DELEGATE OF ANY CHANGES
Pre and Post Travel Information Form	Step 3 – located on the PWSC website	
Copies of reimbursable receipts or documentation from use of Fleet Card or POs	Refer to UA Travel Regulations (http://www.alaska.edu/travel) for allowable expenses.	
Mileage Report (if applicable)	Use odometer readings for ER.	