

Supervisor Mileage Reimbursement Instructions

Adding Kari Mahannah as your proxy:

1. <https://www.obfs.uillinois.edu/tem-resources/>



UNIVERSITY OF ILLINOIS SYSTEM
Office of Business and Financial Services

TEM Resource Page
OBFS » TEM | Travel & Expense Management | UIUC, UIC, UIS

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TEM Quick Tips

Course Registration

FAQs

Glossary

Travel and Expense Management (TEM)

TEM is a web-based system for submitting, approving, and tracking requests for:

- Travel and Miscellaneous Reimbursements
- Non-Purchase Order Payments to Vendors
- Pre-Trip Approval (optional)

Before logging into TEM, watch the TEM

TEM
Travel & Expense Management
LOG IN

Contact Information
UPAY Customer Service:

- 2.



TEM Expense Management
travel & expense management

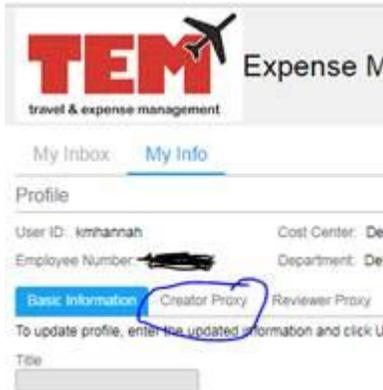
My Inbox My Info

Documents

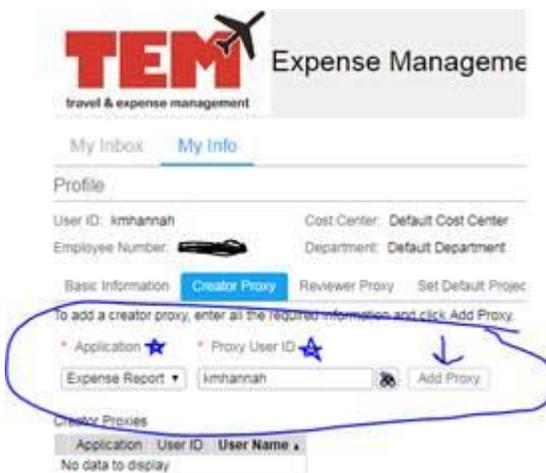
Create New Refresh Inbox Receipts Start Proxy

- You can find the current University Payables processing date by accessing "UPay Processing Date" located on the right side of your screen under WS

- 3.



4.



5.

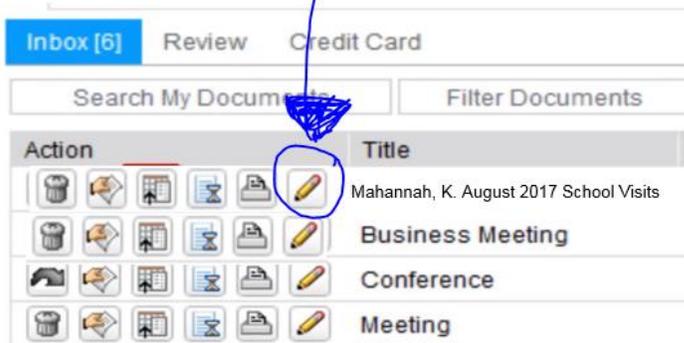
Submitting Expense Report in TEM:

I have created your September mileage Expense Report. Next, you will login to the TEM system to actually submit the Expense Report. You have the ability to view it before clicking “submit.” If you see anything that looks questionable, please contact me. **Please do not make changes yourself.** Once you submit your expense report, it goes to the Business Office in the College of Education. Then it goes to University Payables.

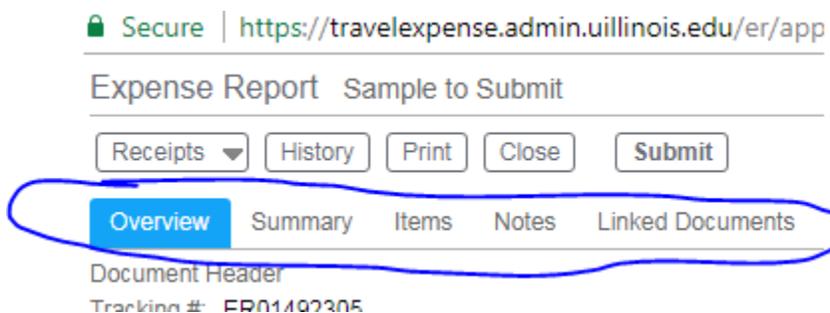
1. Go to TEM. Hint: you can also google “TEM UIUC” for the link.
<https://www.obfs.uillinois.edu/tem-resources/>. Remember, you must be on a university-owned computer or use a Virtual Private Network to login. (VPN info:
<https://techservices.illinois.edu/services/virtual-private-networking-vpn/details>)
2. Use your net ID and password to login.



3. Click the **View/Edit Document** icon.



4. Review the **Expense Report** details by clicking and reviewing information under the Overview, Summary, Items, Notes, Linked Documents, and Exceptions tabs



5. Click the "Submit" button.

Expense Report Sample to Submit

Receipts History Print Close **Submit**

Overview Summary Items Notes Linked Documents

Document Header

Tracking #: ER01402305

6. Click the "Continue" button. (No photo available.)
7. If a message comes up for you to explain that taxes will be taken out because the report contains dates 60 days prior, list your excuse: I forgot to turn the reimbursement in to my proxy; my proxy has been busy; no excuse; I've been out of the country.
8. Please let me know if you have any questions or just stop by if you need to use my computer.