Supervisor Mileage Reimbursement Instructions for TEM (Travel and Expense Management) System

Adding Denise Jayne as your proxy:
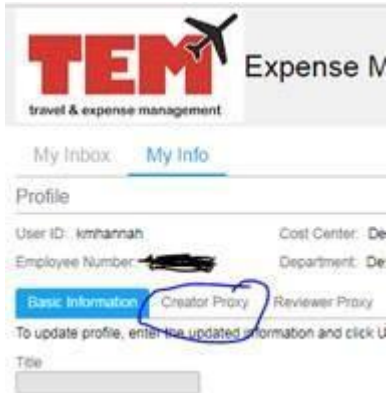
1.   https://www.obfs.uillinois.edu/tem-resources/ Remember, you must be on a university-owned computer or use a Virtual Private Network (VPN) to login. (VPN info: https://techservices.illinois.edu/services/virtual-privatenetworking-vpn/details; this page also contains FAQs and whom to contact with issues)
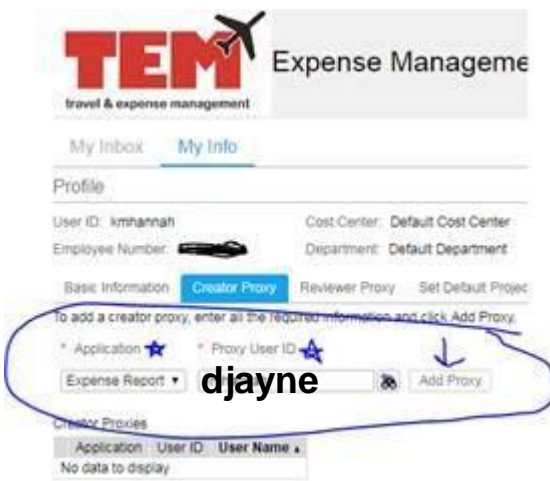

2.

3.

4.

5.

Submitting Expense Report in TEM:

I have created your 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 (VPN) to login. (VPN info: https://techservices.illinois.edu/services/virtual-private-networking-vpn/details; this page also contains FAQs and whom to contact with issues)

2. Use your net ID and password to login.

3. Click the **View/Edit Document** icon.
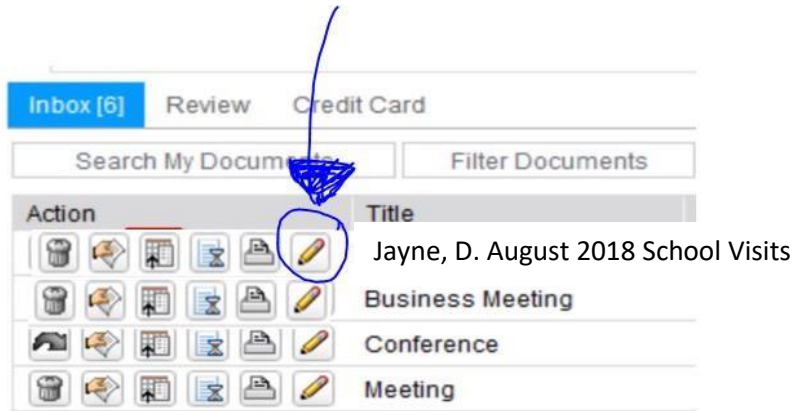
4. Review the **Expense Report** details by clicking and reviewing information under the Overview, Summary, Items, Notes, Linked Documents, and Exceptions tabs
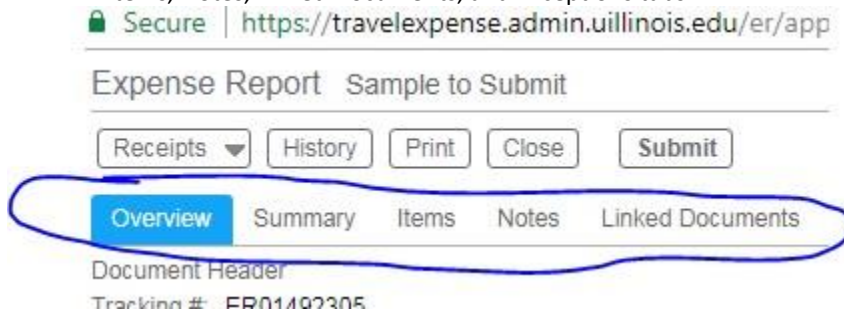
5. Click the "Submit" button.

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 would like access to a university-owned computer.