Access TEM and Review Profile

Before traveling or utilizing the Travel and Expense system, all travelers are required to know and comply with the ASU Travel Procedures as outlined on the Travel Website at http://www.astate.edu/a/procurement/travel-services. Recently the following procedures were required to be added, which each traveler, delegate or approver must be aware of before completing or approving a Travel Authorization (TA) or Expense Report (TR).

Any Expense Report (TR) that exceeds 25% of the amount of reimbursable expenses listed on the Travel Authorization (TA) must be justified in writing in the ‘Comments’ section on the TR and approved by the appropriate supervisor.

Any TA (not including Blankets) submitted and approved with a Zero amount will not be reimbursed on a TR for expenses claimed, unless justified in writing in the ‘Comments’ section on the TR and approved by the appropriate supervisor.

Prior to travel occurring, approval from the appropriate Vice Chancellor is required for any of the following circumstances:

All travel outside the continental United States.

Length of travel time exceeds seven days.

Projected cost of travel exceeds $2,500.

There are more than five members in the travel party who will seek reimbursement for expenses.

Failure to obtain approval for any of these circumstances could result in the traveler being responsible for all travel expenses.

This section has instructions for logging into ‘Travel and Expense’ and accessing your ‘Traveler Profile Tab’. To access ‘Travel and Expense’, click on the icon in MyCampus and in the username field, type your ‘8 digit Campus Wide ID’ and the password is your ‘6 digit PIN number’.

Once logged in, click on the ‘Profile’ tab. The address should always be your ‘Accounts Payable’ address. If you don’t have an ‘Accounts Payable’ address or it has changed, contact your Travel Rep at 972-2028. The ‘Pay Source’ indicates your direct deposit ‘ACH’ information if you are set up for direct deposit, or it will display ‘Check to Accounts Payable’ if you’re not set up on direct deposit. The email will be your email address. For students, it will list ‘UNIV’ email type. The approver should be the first person approving your travel and the workflow login will be your computer username.

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