Travel and Expense Management (TEM): Good Habits and Helpful Hints
Workshop Presenters

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  Specialist
  Payment Operations, University Payables
Please …

- Turn off cell phones.
- Avoid side conversations.
- Ask questions at any time!
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.
Workshop Objectives

- Identify the proper methods to prepare ERs
- Avoid common errors in preparing ERs
- Locate helpful tools and materials on the TEM Resource page
TEM System Information

- Currently the University has 29,906 enrolled users in TEM
- Approximately 700+ ER’s are submitted per day
- During year end 1700 ER’s were submitted per day
- There are nine Payables staff members reviewing all the submitted ER’s for all University locations, extension units and medical facilities
Tip #1 Use the TEM Resource Page

- This should be the first place you go if you have a question
  - [http://www.obfs.uillinois.edu/tem-resources/](http://www.obfs.uillinois.edu/tem-resources/)
- Contains the most up-to-date TEM information
- Provides over 50 job aids covering everything from advances to workflow statuses
- Register for training opportunities
Tip #1 Use the TEM Resource Page

- Create a shortcut on your desktop to the page
- Log into TEM right from the Resource Page
Tip # 2  Choose and Add Your Proxy

- Everyone needs to have at least one Creator Proxy
- Manager Approvers and Charge Code Reviewers need at least one Reviewer Proxy
Tip # 2 Choose and Add Your Proxy

- A Proxy can fill in if you are out sick, out for an extended amount of time, leave your current department or leave the University
- Proxy’s can create expense reports (ER’s) for Faculty and staff that don’t have the time to create their own
### Tip #3 Know What Your Inbox is Telling You

<table>
<thead>
<tr>
<th>Title</th>
<th>Tracking Number</th>
<th>Type</th>
<th>Total</th>
<th>Activity</th>
<th>Created</th>
<th>Pending</th>
</tr>
</thead>
<tbody>
<tr>
<td>fields</td>
<td>ER00745846</td>
<td></td>
<td>$0.00</td>
<td>ER Create</td>
<td>3/2/15</td>
<td></td>
</tr>
<tr>
<td>John Polk</td>
<td>ER00745842</td>
<td></td>
<td>$64.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>1/29/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>Employee Travel</td>
<td>ER00745841</td>
<td></td>
<td>$1,512.46</td>
<td>ER Verify</td>
<td>1/28/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>Employee Misc</td>
<td>ER00745840</td>
<td></td>
<td>$1,755.00</td>
<td>ER Verify</td>
<td>1/28/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>Arranged Travel Non Emp</td>
<td>ER00745839</td>
<td></td>
<td>$2,042.99</td>
<td>ER Verify</td>
<td>1/28/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>Arranged Travel EMP</td>
<td>ER00745838</td>
<td></td>
<td>$621.88</td>
<td>ER Verify</td>
<td>1/28/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>test</td>
<td>ER00745824</td>
<td></td>
<td>$9.50</td>
<td>ER Post-Export Exception</td>
<td>1/5/16</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>taxi</td>
<td>ER00745820</td>
<td></td>
<td>$7.50</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/15/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>look at CC Approver</td>
<td>ER00745813</td>
<td></td>
<td>$5.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/11/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>test new field</td>
<td>ER00745812</td>
<td></td>
<td>$300.00</td>
<td>ER Pre-Pay Audit (XM)</td>
<td>12/10/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>new fields</td>
<td>ER00745811</td>
<td></td>
<td>$380.00</td>
<td>ER Verify</td>
<td>12/10/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>test</td>
<td>ER00745797</td>
<td></td>
<td>$23.59</td>
<td>ER Verify</td>
<td>11/25/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>Business Meal Test</td>
<td>ER00745719</td>
<td></td>
<td>$171.00</td>
<td>ER Verify</td>
<td>6/12/15</td>
<td>EREexportVerify Robot</td>
</tr>
<tr>
<td>test Advance</td>
<td>ER00745702</td>
<td></td>
<td>$1,500.00</td>
<td>ER Verify</td>
<td>5/14/15</td>
<td>EREexportVerify Robot</td>
</tr>
</tbody>
</table>
### Tip #3  Know What Your Inbox is Telling You

<table>
<thead>
<tr>
<th>Column Heading: <strong>Activity Name</strong></th>
<th>Column Heading: <strong>Pending</strong></th>
<th>Activity Name and Pending Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ER/TP Create</td>
<td>(blank)</td>
<td>ER is being created or has been rejected.</td>
</tr>
<tr>
<td>ER Receipt Hold</td>
<td>AutoApprovalBkgRobot</td>
<td>ER has been submitted by the owner and the system is waiting for the document images to be matched to the electronic report.</td>
</tr>
<tr>
<td>ER/TP Manager Review</td>
<td>Name of Manager Reviewer</td>
<td>ER is ready for manager review and the reviewer name is listed.</td>
</tr>
<tr>
<td>ER Charge Code Manager Review</td>
<td>Name of Charge Code Reviewer</td>
<td>ER is ready for Charge Code review and the reviewer's name is listed.</td>
</tr>
<tr>
<td>ER Pre-Pay Audit (XM)</td>
<td>ER: Employee Reimbursement Auditors</td>
<td>ER is in University Payables waiting for approval.</td>
</tr>
<tr>
<td>ER Export</td>
<td>ExportDocRobot</td>
<td>ER is in the process of being exported to <strong>Banner</strong>.</td>
</tr>
<tr>
<td>ER Verify</td>
<td>ERExportVerifyRobot</td>
<td>Waiting for <strong>Banner</strong> acceptance of the ER.</td>
</tr>
<tr>
<td>ER Post-Export Exception</td>
<td>ER Exception Handling Administrators</td>
<td>There is a problem with the ER; therefore, not exported to <strong>Banner</strong>.</td>
</tr>
</tbody>
</table>
Tip #4  Provide Detailed Business Purpose

- More information is better
  - Entered in the business purpose/justification field
  - Contained in the backup documents
- Provide the ‘Why?’ when entering the business purpose
- The business purpose should have enough details to satisfy an auditor’s request for information
- Business purpose requirements are a result of the IRS Accountable Plan rules
Tip #4  Provide Detailed Business Purpose

- Examples of inadequate business purpose:
  - SSWR Conference
  - External Hard Drive
  - Meal with colleagues

- Examples of adequate business purpose:
  - Presented a paper at the Exotic Animal Symposium to share research with colleagues and encourage collaboration in future research projects.
  - Purchased portable USB Flash Drive needed for field research when away from the office.
  - Conducted dinner meeting with colleagues from Exxon to discuss student recruitment.
Tip #5  Use Your T-Card

- The T-Card can be used to purchase qualified travel expenses, business meals and catering
- The T-Card may be used to relieve the employee from significant out-of-pocket travel-related expenses
Tip #5  Use Your T-Card

- Multiple T-Card Charges can be combined on the same ER
  - Airfare and Booking Fee
  - Original charge and credit
  - Arranged travel expenses for multiple travelers
    - Add travelers name in the notes section
Tip #5  Use Your T-Card

- T-Card charges must be reconciled under the Arranged travel or Employee travel/Meal Reimbursements and T-card charges purpose
- Make sure the expense type reflects the actual charge
Tip #6  Make Sure Your ER is Complete

- All receipts are legible
- If receipt is missing, provide proof of payment
- If an ER is rejected and clarification is required, contact UPAY Customer Service
  E-mail: TEMhelp@uillinois.edu
Tip #7  Help Avoid Rejections

Most common reasons for rejected ER’s:
(average rejection is 7%)

- Incomplete business purpose
- Remit address
  - not matching invoice, or invalid in banner
- Proof of conference lodging missing
- Mixing State and local funds
- Student reimbursements
  - for educational benefit
- Proof of conversion for foreign receipts
- ER purpose or expense type incorrect
Tip #8  Plan for Critical Year End Dates

- Submit expense reports as quickly as possible
- Expense Reports and T-Card charges involving individuals that are out of the office, moved to different job, or retired need to be resolved immediately
Tip #8 Plan for Critical Year End Dates

- Fiscal year of payment is determined by the date of goods/services receipt, not order date.
- If using state funds be sure to use the correct year.
  - 100018 for FY18 expenses
  - 100019 for FY19 expenses (incurred after July 1st)
Workshop Summary

We hope you leave today with more information on how to:

- Identify the proper methods to prepare ERs
- Avoid common errors in preparing ERs
- Locate helpful tools and materials on the TEM Resource page
Questions / Concerns?
University Payables Contact Information

University Payables
Illini Plaza Building Suite 210, MC-660
1817 South Neil Street
Champaign, IL 61820

Please use the new Service Desk Request Form to contact Payables

https://www.obfs.uillinois.edu/payments/who-to-ask/