

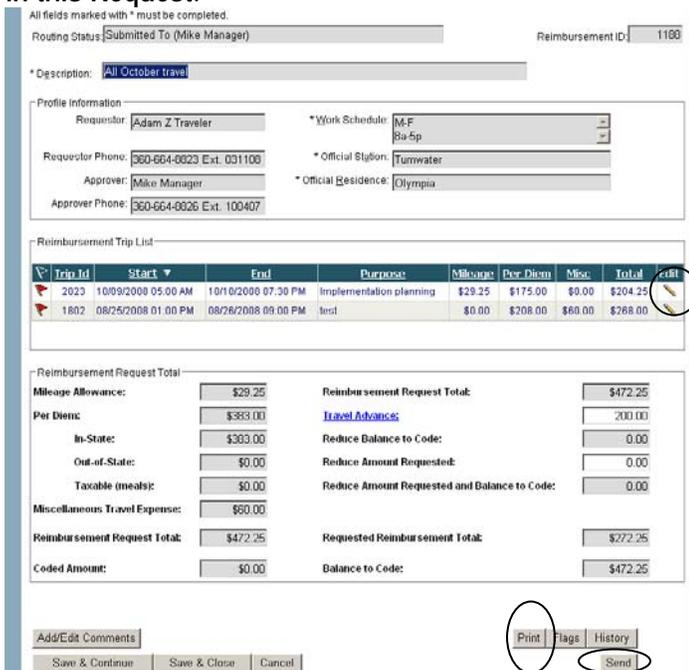
TEMS Quick Tips for the Approver

(More information is available on the TEMS Home page at the [Help](#) link)

1. On your Home screen, click the Review tab at the top right to see the Reimbursement Requests waiting for your review. Open a particular Request by clicking on the eyeglass icon.



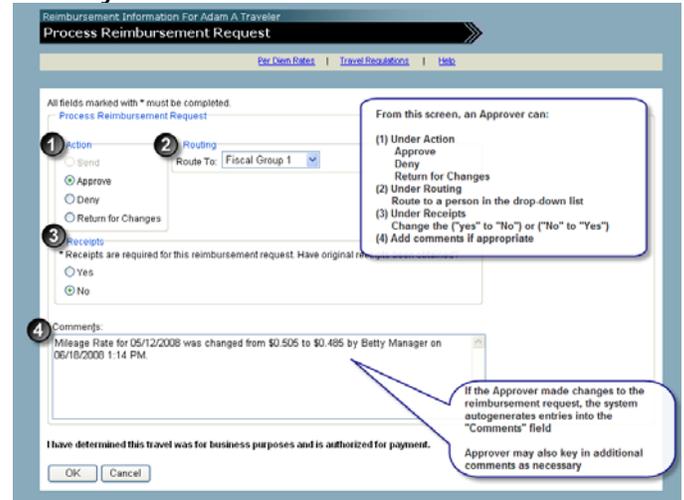
2. A Reimbursement Request consists of one or more trips. In the example below, there are two trips in this Request.



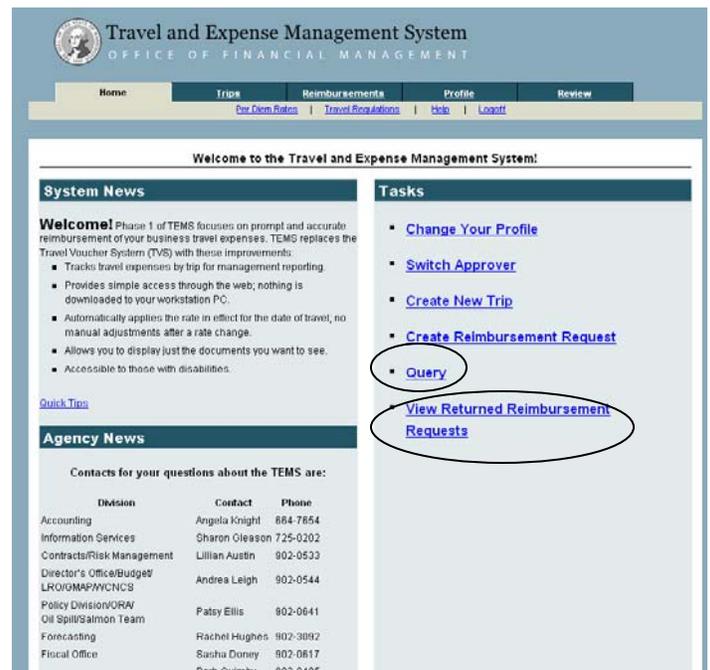
3. To review the details of the trips, you may click into each trip and into each field of that trip for mileage, per diem, etc. Start by clicking the pencil at the end of the line for that trip.
OR, you may click on the Print button at the bottom and open a report on your screen of all the information in the Request, organized by each trip (see page two of the "Quick Tips").

4. Add comments by clicking on the Add/Edit Comments button or click on Send and add comments in the next screen (shown below).

5. Decide whether to Approve, Deny or Return for Changes. Select/confirm who you are sending to. Add any comments. Click OK.



6. After you have sent the Reimbursement Request, you can view them only by conducting a Query (use the task link on your Home page) or, for returned requests only, you can view them by using the task link on your Home page (see below).



Suggested Review Steps

Office of Financial Management
Travel and Expense Management System
Reimbursement Request Report
For: Traveler, Adam Z
10/21/2008

Reimbursement Request Summary

RR Id	Official Station	Official Residence	Description	Routing Status	Amount Requested	Taxable Amount	Print	Close
1188	Tumwater	Olympia	All October travel	Submitted To (Mike Manager)	\$272.25	\$0.00		

Travel Summary

Trip ID	Start Date	End Date	Purpose	Total
1802	08/25/2008	08/26/2008	test	\$268.00

Start Date	Start Time	From Location	To Location	Point-to-Point	Vicinity	Mileage	Rate	Mileage Allowance	Memo
08/25/2008	1:00 PM	Olympia, WA USA	Spokane, WA USA	0	0	0	0.585	\$0.00	by air, no mileage
08/26/2008	8:00 AM	Spokane, WA USA	Colville, WA USA	0	0	0	0.585	\$0.00	Rental car & return to Spokane
08/26/2008	1:00 PM	Colville, WA USA	Spokane, WA USA	0	0	0	0.585	\$0.00	Rental car
08/26/2008	8:00 PM	Spokane, WA USA	Olympia, WA USA	0	0	0	0.585	\$0.00	Air, shuttle service home

Date	Location	Breakfast	Lunch	Dinner	Taxable Amount	Lodging	Lodging Tax	Total	Memo
08/25/2008	Spokane, WA USA	12.00	15.00	22.00	0.00	90.00	20.00	\$159.00	Lodging preapproval is on file
08/26/2008	Spokane, WA USA	12.00	15.00	22.00	0.00	0.00	0.00	\$49.00	

Date	Paid To	Paid For	Amount	Memo
08/26/2008	Airport Quik	shuttle service	\$60.00	

Trip Flags

- 08/25/2008: Lodging exceeds allowance of \$77.00 for Spokane, WA - Business interaction is expected at event location.

Trip Comments

Trip ID	Start Date	End Date	Purpose	Total
2023	10/09/2008	10/10/2008	Implementation planning	\$204.25

Start Date	Start Time	From Location	To Location	Point-to-Point	Vicinity	Mileage	Rate	Mileage Allowance	Memo
10/09/2008	5:00 AM	Olympia, WA USA	Aberdeen, WA USA	0	0	0	0.585	\$0.00	No mileage; motor pool car
10/10/2008	8:30 AM	Aberdeen, WA USA	Olympia, WA USA	50	0	0	0.585	\$29.25	Used POV on return

Date	Location	Breakfast	Lunch	Dinner	Taxable Amount	Lodging	Lodging Tax	Total	Memo
10/09/2008	Aberdeen, WA USA	11.00	0.00	20.00	0.00	90.00	10.00	\$131.00	Lodging preapproval on file

1. Review the Flags to assess situations called to your attention by TEMS.
2. Review the purpose, dates, and destinations of each trip. Was the Requestor expected to be conducting business at the destinations listed on those days for that purpose?
3. Review the work schedule against the times of travel to determine whether the Requestor is eligible for reimbursement of meals. TEMS does not automatically determine eligibility for meals. State travel regulations can be reviewed at the TEMS Help link.
4. Review the Requestor's official duty station and official residence against their destinations to determine whether they are eligible for lodging reimbursement. State regulations generally prohibit overnight stays which are less than 50 miles from a residence or work station. TEMS does not automatically determine eligibility for lodging within 50 miles. State travel regulations can be reviewed at the TEMS Help link.
5. Review the meal and lodging expenses. Consider whether there were any flags. TEMS will provide standard meal rates for many in-state destinations. Reimbursement requests with unknown destinations and unknown per diem rates will be flagged.
6. Review any IRS taxable amounts. The detail for taxable meals is recorded within the Per Diem box.
7. Review claimed mileage for reasonableness. TEMS provides point-to point mileage for many in-state destinations as assistance to the Requestor. The Requestor may claim actual odometer mileage. Regulations exist regarding mileage claimed from an official duty or residence location. TEMS does not automatically determine whether to use mileage from a work location or a residence. State travel regulations can be reviewed at the Help link.
8. Review Miscellaneous Travel Expenses. State regulations regarding allowable miscellaneous travel expenses can be reviewed at the Help link.
9. Review the Travel Advance amount. TEMS does not automatically keep track of travel advances and remaining balances. Confirm any travel advance amount according to your office procedures.