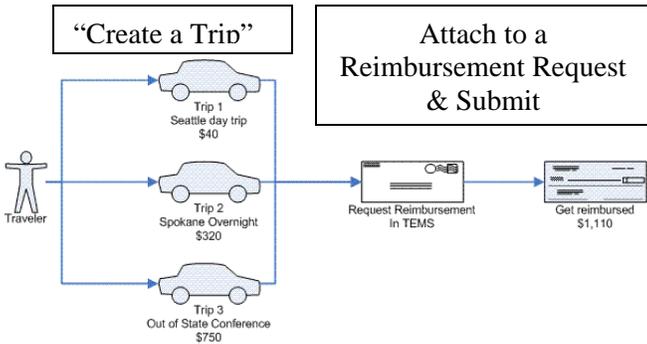


TEMS Quick Tips

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

- 1. Overview:** To request reimbursement for your business travel, record your travel expenses for each trip, attach the trips to a reimbursement request and route the request for approval and payment.



- 2. Record your expenses by trip.** A trip begins when you leave your official work station or official residence. The trip ends when you return to your official work station/official residence. A trip may contain several “legs” of travel from destination to destination.

- 3. For each trip, work your way through the Trip “form”,** recording any per diem expenses (i.e., meals and lodging), mileage costs, and/or other expenses. The Trip “form” will be filled out for each day of your trip.

This screenshot shows the 'View/Edit Trip' form. It includes sections for 'General Trip Information', 'Start of Trip', 'End of Trip', 'From Location', and 'To Location'. Numbered callouts (1-6) highlight specific fields: (1) Purpose, (2) Start of Trip (Date and Time), (3) End of Trip (Date and Time), (4) From Location (City, State, Country), (5) To Location (City, State, Country), and (6) Mileage Allowance. A text box provides instructions: 'Input the General Trip Information using this screen for: (1) The Purpose of trip (2) Start of Trip: Date and Time (3) End of Trip: Date and Time (4) The From Location (5) The To Location and (6) The Mileage Allowance Amount if using POV'. At the bottom, there are buttons for 'Save & Continue', 'Save & Close', and 'Cancel', along with a note: 'Trip ID will be assigned when you either... [A] “Save and Continue” or [B] “Save and Close”'.

- 4. Attach your trips to a Reimbursement Request and submit it for approval and payment.** You should expect to move through several screens to title your reimbursement request, pick your trips to attach to it, confirm your routing, and submit.

This screenshot shows the 'View/Edit Reimbursement Request' form. It includes fields for 'Routing Status', 'Description', 'Profile Information', 'Requestor Phone', 'Approver', and 'Approver Phone'. Numbered callouts (1-5) highlight specific elements: (1) Reimbursement ID, (2) Add Trip button, (3) Add/Edit Comments button, (4) Attach button, and (5) Print, Flags, History buttons. A text box explains: 'Once “Saved”... (1) the Reimbursement ID is assigned (2) the add Trip button appears (3) the Add/Edit Comments button appears (4) the Inactivate button appears (5) the Print, Flags and History buttons appear'.

This screenshot shows the 'Trip Pick List' form. It displays a table with columns for 'Trip List', 'Trip ID', and 'Status'. A callout box with an arrow pointing to the 'Select All' checkbox says: 'Use either the Select All Checkbox or Select the trips individually by placing a check in the checkbox on the same line as the trip number you want.' At the bottom, there are buttons for 'Attach', 'Add New', and 'Cancel'.

Tip: For faster movement through a form, use your Tab key to move from box to box and your Enter key to select.

Tip: The navigation buttons are at the bottom of the screens. You may need to scroll down or tab down.

Tip: To select a city from the dropdown boxes, you can always use your mouse. Or consider how your internet browser works: For Internet Explorer 6, tab into the city box and type the first letter of the city. Then use the up or down arrow on your keyboard to click through the list. Press Enter to select the desired city.

For Internet Explorer 7, tab into the city box and smoothly continue to type in the first several letters of the city. It will automatically scroll to the closest spelling of a city. Press Enter to select the desired city.

Tip: Consider going directly to the Create Reimbursement Request task to record your trips and submit them. To reach the Add New trip, title your reimbursement request, click Add Trips and look for the Add New button at the left bottom of the screen.