9.2 Upgraded TEM - DYK?

The Expense Report received the bulk of the upgrades. Take a look at the efficiencies below.

**Expense Reports**

- Travelers no longer have to navigate to a separate page to see all of their Expense Report line details; instead, they can use the “Expand All” option to see everything on their screen, including the Accounting Details.

- Travelers can attach electronic files to their Expense Reports, allowing the use of scanned receipts.

- Travelers no longer have to include odometer readings for mileage; instead, they simply need to enter the total miles, along with their personal and commute miles. Include your trip legs in the description box and attach trip navigations.

- The application allows travelers to easily designate their first and last day of travel for per diem; Automatic 25% deduction.

- Short window to Withdraw a submitted expense report.

Click on this link for **TEM Quick Reference Submitters**. It provides details on how to create an Expense Report with the 9.2 Upgraded Travel and Expenses Module [TEM].
9.2 Upgraded TEM - DYK?

Travel Authorizations [T-Auths]

Due to unforeseen circumstances with the upgrade, T-Auths with an APPROVED status date before April, 2015 may have encumbrance liquidation issues that require your attention.

Taking the below action will help your expense reimbursement to pass budget checking.

**Checklist**

<table>
<thead>
<tr>
<th>If</th>
<th>Then</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your T-Auth was approved before April, 2015 and...</td>
<td>DO NOT create your ER from the T-Auth, instead:</td>
</tr>
<tr>
<td></td>
<td>1] Create your ER from a blank report;</td>
</tr>
<tr>
<td></td>
<td>2] CANCEL the approved T-Auth</td>
</tr>
<tr>
<td>Your trip dates have passed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1] CANCEL the approved T-Auth;</td>
</tr>
<tr>
<td></td>
<td>2] Create a new T-Auth</td>
</tr>
<tr>
<td></td>
<td>3] Because the new T-Auth will be approved after the upgrade, linking to an expense report after your trip should work as intended</td>
</tr>
<tr>
<td>Your trip dates have not passed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1] DELETE the returned ER;</td>
</tr>
<tr>
<td></td>
<td>2] CANCEL the T-Auth;</td>
</tr>
<tr>
<td></td>
<td>3] Create ER from a blank report</td>
</tr>
<tr>
<td>You already created your ER from the T-Auth and it was returned from your approver for revision</td>
<td></td>
</tr>
</tbody>
</table>

We appreciate your understanding and cooperation. Contact your Travel Staff for any assistance.

---

**For questions or assistance with your TEM needs, please contact:**
Mischelle.Standifer@gpc.edu
Or
Any member of the GPC Travel Team staff at X2070
Iris.Christie@gpc.edu
Solange.Hardy@gpc.edu
Cania.Harris@gpc.edu

---

Visit
The Travel Website at:
Employee Travel & Expenses
For your travel needs which includes:
Payment Request
Georgia Hotel and Motel Tax Exempt Form
Sales Tax Certificate of Exemption
TEM Quick Reference Approvers
TEM Quick Reference Submitters
Local Travel Authorization Form

Self-Service portal login:
http://fprod-selfservice.gafirst.usg.edu

---