

TEM SESSION REQUEST FORM

Overview of TEM features

Expense Report
Travel Authorization
Being a Delegate

Submitters-

Demo of how to create, modify, save, submit a Travel Authorization [T-Auth].

Demo of how to create, modify, save, submit, withdrawn an Expense Report.

Submitting a 'real' T-Auth –upcoming trip

Submitting a 'real' Expense Report – completed trip or misc. expenditure; local mileage

Setting up and Settling prepaid [lodging]; student advances [meals, excursions] [T-Auth and Expense Report]

Approvers-

Working with approver options:

Reviewing Budget Exceptions

Budget checking a report

Sending back a report [posting reasons]

Approving [partial v. complete report]

Denying [partial v. complete report]

ChartField edits

Other _____

Number of participants? _____

Session request date and time? 1st preference _____ 2nd preference _____

Submit completed form to GPC.AP@gpc.edu