



WICHITA STATE
UNIVERSITY

FINANCIAL OPERATIONS
AND BUSINESS TECHNOLOGY

Travel Services

Travel Authorization (TA) Entry in Travel & Expense Management (TEM)

1. Enter the following information in the Report Name field: Last Name, First Name, Dates of Travel, Destination
2. Select the Purpose
3. Enter a Description
4. Select the Report Type
5. Enter the Funding Default by clicking the Pencil icon on the right

The screenshot shows the 'Create New Report' form in the Travel & Expense Management (TEM) system. The form is divided into two main sections: 'General Information' and 'Funding Default'.

General Information

Report Name: *	Enmart, Sonya 7/13/18-7/15/18 Chicago IL	Report Type: *	Out-of-State Travel
Purpose: *	Meeting	Report Date: *	Jun 21, 2018
Description:		Affiliation:	Select
			<input type="checkbox"/> Relocation

Funding Default

100%	Chart	Index	Fund	Organization	Program	Activity	Location
	1		A2000	101510			

Buttons: Cancel, Save and Continue

6. Enter the dates of travel and destination in the itinerary section

Itinerary

Add Itinerary

FROM: Date: * Jun 21, 2018 at 12:00 AM City: * State/Province: * Nation: Search Location OR Enter Zip/Postal Code: Clear Add

TO: Date: * Jun 21, 2018 at 11:59 PM City: * State/Province: * Nation: Search Location OR Enter Zip/Postal Code: Clear Add

From	To
July 13, 2018 at 12:00 AM - Wichita, Kansas, 67260	July 15, 2018 at 11:59 PM - Chicago, Illinois, 60690

Cancel Save

7. Enter expenses and make sure to match the report type of In State, Out of State or International, excluding the Lodging and Meals expense

Emmart, Sonya 7/13/18-7/15/18 Chicago IL (TA182570 - In Process)

Add Expenses

Date: * Jul 13, 2018 Type: * Select Receipt Amount: * 0 USD

Paid By: * Select Provider: Location: Description: Funding Clear Save

<input type="checkbox"/>	Date	Type	Description	Pay in USD	
<input type="checkbox"/>	Jul 13, 2018	Lodging		289.50	<input type="checkbox"/>
<input type="checkbox"/>	Jul 13, 2018	Meals and Incidenta		74.00	<input type="checkbox"/>
<input type="checkbox"/>	Jul 13, 2018	Out-State Airfare, Bk		500.00	<input type="checkbox"/>
<input type="checkbox"/>	Jul 13, 2018	Out-State Misc Expe	airport parking	40.00	<input type="checkbox"/>
<input type="checkbox"/>	Jul 13, 2018	Out-State Taxi,Bus,'		100.00	<input type="checkbox"/>
<input type="checkbox"/>	Jul 14, 2018	Lodging		289.50	<input type="checkbox"/>
<input type="checkbox"/>	Jul 14, 2018	Meals and Incidenta		74.00	<input type="checkbox"/>
<input type="checkbox"/>	Jul 15, 2018	Meals and Incidenta		74.00	<input type="checkbox"/>

Recalculate Per Diem View or Submit Report

Traveler Summary By Type

Total: 1,441.00 USD

Reimbursable **Total: 362.00 USD**

- Out-State M... 40.00
- Out-State T... 100.00
- Meals and I... 222.00

Non-Reimbursable **Total: 1,079.00 USD**

- Out-State Ai... 500.00
- Lodging 579.00

8. Submit the TA once expenses have been entered

The screenshot displays the Expense Manager interface for an Authorization Report. The report title is "Emmart, Sonya 7/13/18-7/15/18 Chicago IL (TA182570 - In Process)". The user is Sonya Emmart (ID: [redacted]). The report details include: Report Type: Out-of-State Travel, Report Date: Dec 01, 2018, Purpose: Meeting, Relocation: No, Pay Amount: 801.00, and Affiliation: [redacted]. The User Activity History shows it was initiated and submitted by Sonya Emmart. The E-Mail Address is wsutravelfoffice@wichita.edu. The Itinerary is from Jul 13, 2018 12:00 AM Wichita, Kansas to Jul 15, 2018 11:59 PM Chicago, Illinois. The interface includes a navigation menu on the left, a top toolbar with actions like New, Refresh, Open, Save, Copy, and Delete, and a bottom toolbar with buttons for Submit, Print, and View Related Documents. A red callout box points to the "In Process" status bar with the text "This will change to 'Submitted'". Another red callout box points to the "Submit" button with the text "Click Submit".