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

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
8. Submit the TA once expenses have been entered