Office of Financial Management

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# Reference Guide for Travel and Expense Management System (TEMS)

February 2025

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# TEMS Vision

The "Travel and Expense Management System" (TEMS) supports and manages requests for reimbursements to state employees and other individuals for personal expenses incurred while conducting state business.  TEMS supports the complete business process from preauthorization to reimbursement.  Individuals, including those with disabilities, have access to the system; and administrators have the tools to support agency operations.  TEMS contains a repository of data on the daily travel and expense activities for each customer, allowing management, activity, and budgetary reporting.  TEMS reduces redundancy and errors, streamlines processes, and saves time.

# Contact information

For TEMS assistance, please contact the **OFM Help Desk**:

Phone:  **360.407.9100**

E-mail:  **HereToHelp@OFM.wa.gov**

TEMS Agency Administrator: TEMS_Help_Contact_Information.xlsx (live.com)

# Technical & System Requirements

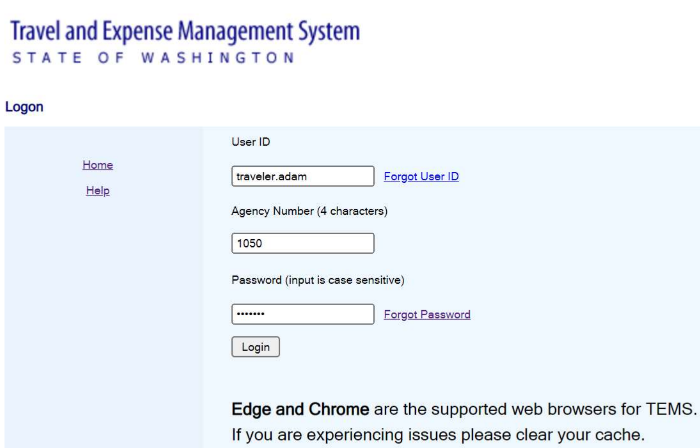
Recommended minimum software technical requirements for using the TEMS application:

Microsoft Edge or Google Chrome (Note: TEMS will **not work** in Internet Explorer or in Compatibility mode in Microsoft Edge as of January 10, 2022)

# Login Procedures

The address to access the TEMS web site is:  https://tems.ofm.wa.gov

The TEMS login screen will appear. The User ID, Agency Number, and Password fields must be completed to access the system. Click the "**Login**" button once these fields are completed.



Home link provides a link to the TEMS initial login screen or the users TEMS home tab if already logged in.

Help link provides a link to the TEMS resource page.

Forgot User ID link to request your user ID. On the Forgot User ID screen user will enter their email and agency number and then click "Submit". When the information is validated, the user will receive an email notification of their User ID.

Forgot Password link to request a temporary password. On the Forgot Password screen user will enter their User ID and agency number and then click "Submit". When the information is validated, the user will receive an email notification with their temporary password. Upon using the temporary password, the user will be prompted to immediately change the password.


Enter the current password, the new password, and the new password again as confirmation and click the “Save” button to complete the process.

Passwords must:

- Be at least eight characters long
- Contain a special character such as ! # $ % ( ) * + , - . / : ; = ? @ [ ] { } \ ^ _ | ~
- Contain two of the following three items:
  - An upper case letter
  - A lower case letter
  - A number
- Cannot contain your first name or your last name

Passwords must be changed in the following instances:

- Upon expiration of the password at the interval set by the customer agency (e.g. 60 days, 90 days, up to 120 days).
- After first use of a temporary password.

# Home Tab

The Home tab is the default screen for the system and is divided into three sections: System News, Agency News, and Tasks. The System News section is used by the System Administrator(s) at the Office of Financial Management to provide system specific information to users. The Agency News section is used to display agency unique information. The Tasks section contains "quick links" to various frequently performed functions. These functions may also be performed by clicking on the appropriate tab at the top of the screen.


# General Navigation Information

When navigating the Travel and Expense Management System (TEMS) you will generally be using the Tab key or the mouse to begin the process of entering data into TEMS.

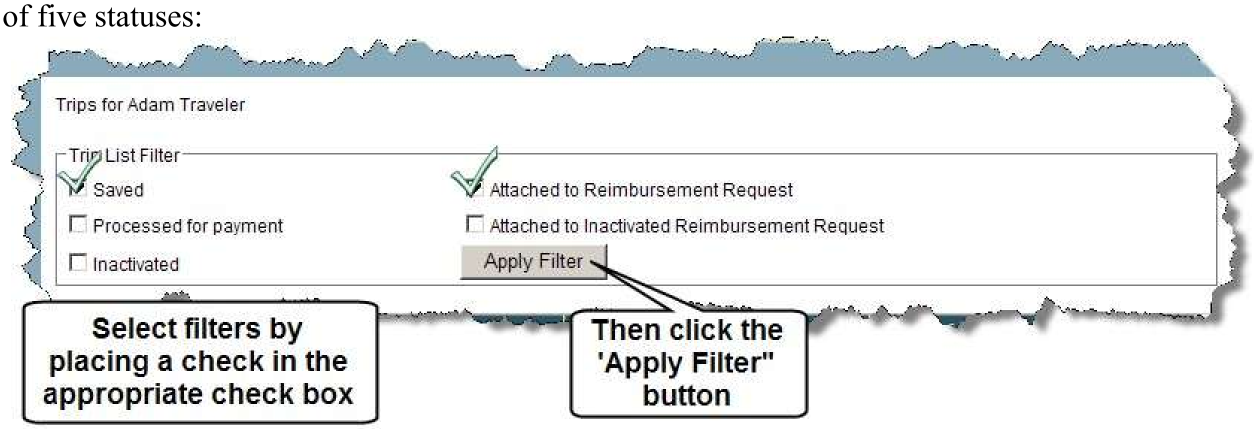
**NOTE**: Do not use the enter key when inputting data as this may open up screens before you are ready for them. The Enter key can be used to select a button when used in conjunction with the Tab key to move from box to box.

# Trips Tab

The trips tab displays a list of "in-process" trips that are awaiting further action.


# Trip List Filter

The trip list filter is a tool that provides filtering by the various trip statuses. A trip may have one of five statuses:




**Saved** – A trip that was saved, but was not attached to a reimbursement request.

**Processed for Payment** – A trip (as part of a reimbursement request) in which payment was received by the Requestor.

**Inactivated** – A trip that was manually inactivated by clicking the Inactivate button.
**Attached to Reimbursement Request** – A “Saved” trip that has been attached to an (active) reimbursement request.

**Attached to Inactivated Reimbursement Request** – A “Saved” trip that is attached to an inactivated reimbursement request. A trip in this status must be accessed through the Reimbursement Tab.

The filter allows the user to choose all or any combination of the five trip statuses. Trips with statuses of “Saved” and “Attached to Reimbursement Request” comprise the default filter option.

To use the filter feature, simply select the desired filter options and click the **“Apply Filter”** button.

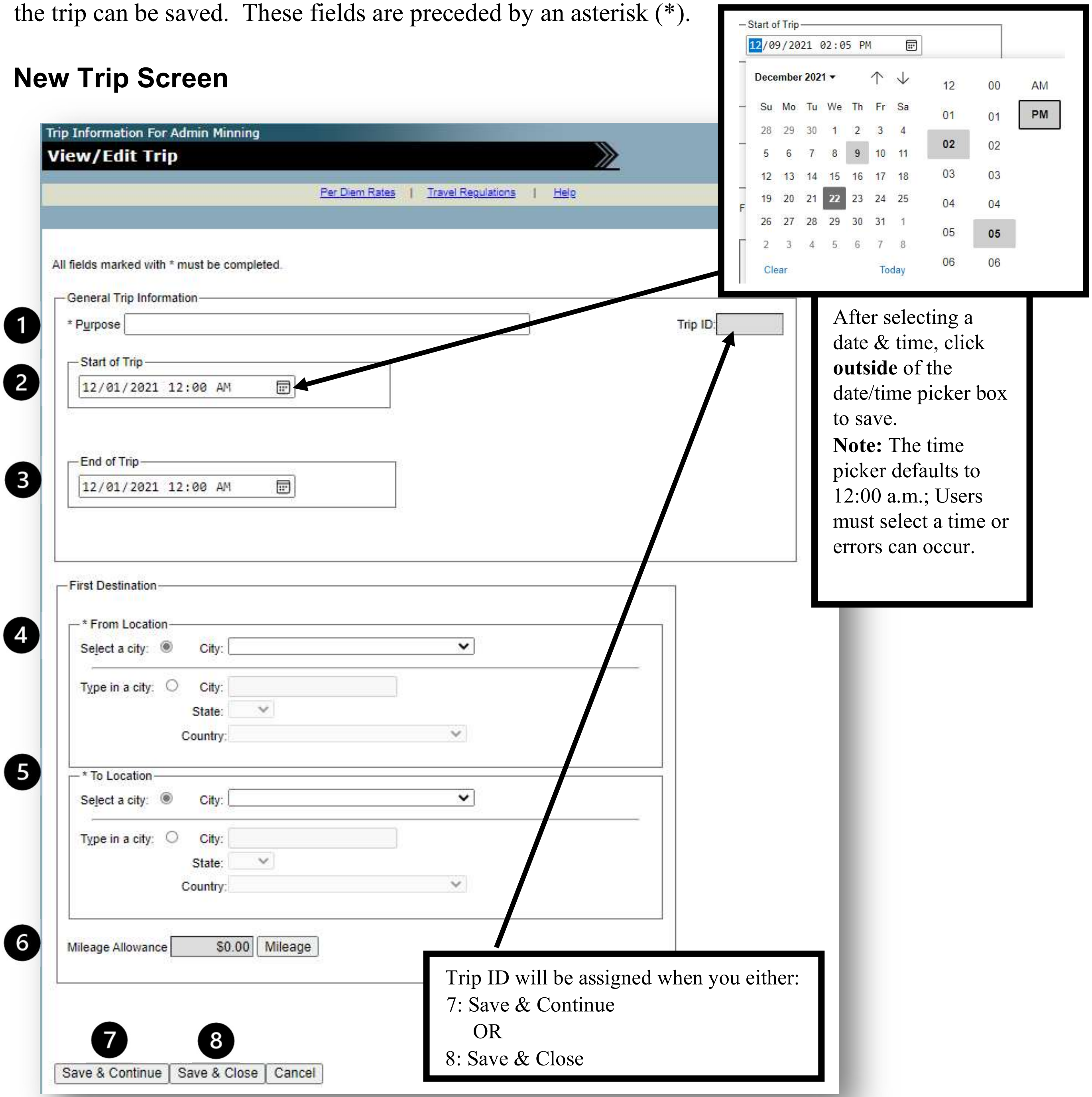
## Sorting

The trip list can be sorted by any of the column headings except **“Edit”**. The default sort order is by the **“Start”** column. To initiate a different sort, click on the desired underscored column heading, i.e. clicking on **“Total”** will sort the entire trip list by the “Total” column in ascending order. Clicking “Total” again will reverse the sort to descending order.

## Creating a New Trip

The screen below will appear after clicking the “Create New Trip” button on the trip list screen. The “General Trip Information” section contains required fields that must be completed before the trip can be saved. These fields are preceded by an asterisk (*).

### New Trip Screen



## General Trip Information:

1) ***Purpose:*** indicates the reason for travel. This is a free form input field.

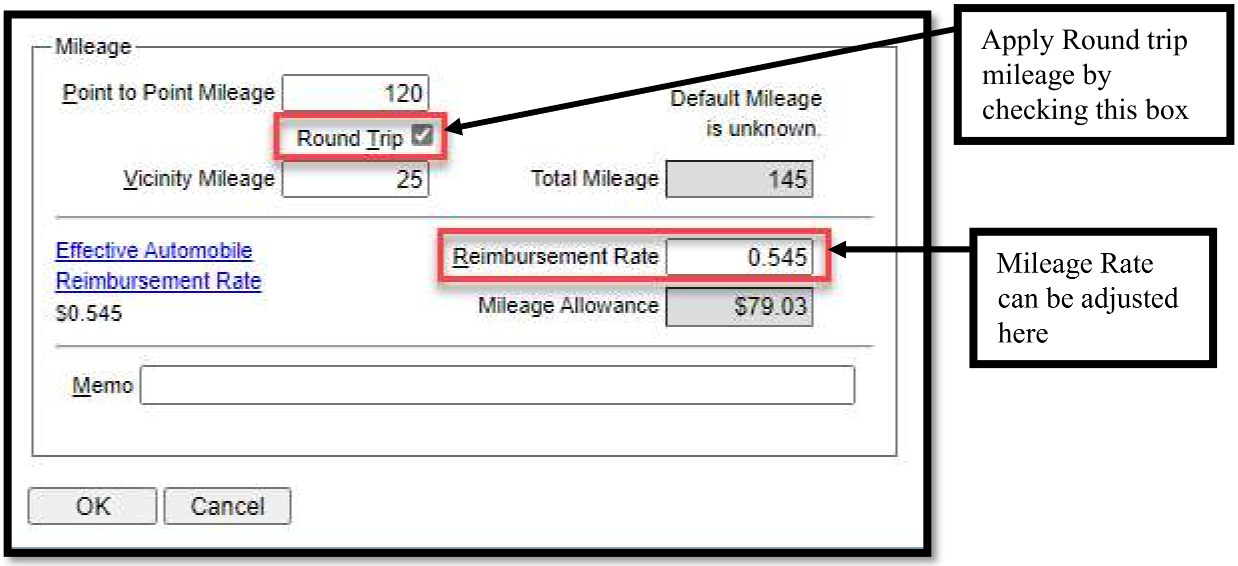
2) ***Start of Trip (Date and Time):*** indicates the starting date and time of the trip. The Date and Time fields each have two completion options: free form input or a date/time picker.
*__Note:__ The start of trip date and time automatically become the first itinerary line of the trip.*
*__Note:__ When selecting a date & time from the date/time picker, you must click outside of the date/time picker box to save.*
*__Note:__ The time picker defaults to 12:00 a.m.; Users must select a time or errors can occur.*

3) ***End of Trip (Date and Time):*** indicates the ending date and time of the trip. The date and time fields each have two completion options: free form input or a date/time picker.
*__Note:__ When selecting a date & time from the date/time picker, you must click outside of the date/time picker box to save.*
*__Note:__ The time picker defaults to 12:00 a.m.; Users must select a time or errors can occur.*

4) ***First Destination (From Location):*** indicates the first departure location of the trip. There are two selection options: "**Select a city**" or **"Type in a city"**. The Select a city option contains a drop-down list of **<u>in-state</u>** locations within the system's database. The Type in a city option (free form input) is used for **<u>out-of-state</u>** locations and in-state locations not found within the Select a city option. When the **"Type in a city"** option is chosen, the **"State"** and **"Country"** must be chosen. The State field automatically defaults to **"WA"** and the country field automatically defaults to **"United States"**. For out-of-country travel, the State field becomes inactive when a country other than "United States" is selected.

5) ***First Destination (To Location):*** indicates the first destination of the trip. There are two selection options: **"Select a city"** or **"Type in a city"**. The Select a city option contains a dropdown list of **<u>in-state</u>** destinations. The Type in a city option (free form input) is used for **<u>out-of-state</u>** destinations and in-state destinations not found in the Select a city option. The **"State"** must also be selected when using the Type in a city option. A **"Country"** field is available in the Type in a city option for out-of-country travel. When a state is selected the country field automatically defaults to **"United States"**. The State field becomes inactive when a country other than "United States" is selected.

6) ***Mileage Calculation:*** Click the **"Mileage"** button if mileage reimbursement is being requested for the initial itinerary line. The mileage calculator as shown below will appear.




***Point-to Point Mileage* -** the system will automatically calculate the one-way point-to-point mileage based on the From and To locations selected for the itinerary line. The system generated point-to point mileage values may be overridden and manually entered into this field. ***Note:*** *This automatic calculation of mileage only works when the "Select a city" option is used and the locations (From and To) selected are in the system database.*

***Round Trip Indicator*** - doubles the point-to-point mileage field for single day trips to one location.

***Vicinity Mileage* -** manually enter vicinity mileage claimed.

***Default Mileage*** – displays system default one-way mileage for the itinerary line or "unknown" if one or both locations (From and To) are not in the database or the "Type in a city" destination selection option was used.

***Total Mileage*** - sum of the "Point-to-Point Mileage" and "Vicinity Mileage" fields.

***Effective Automobile Reimbursement Rate*** - the system will retrieve the proper POV reimbursement rate based on the start date of the trip and enters the value in the **Reimbursement Rate** field.

***Reimbursement Rate*** - defaults to the POV rate in effect on the "Start Date" of the trip.

***Mileage Allowance* -** mileage reimbursement claimed by the traveler. The system determines the sum of this field by multiplying the "Total Mileage" field by the "Reimbursement Rate".

***Memo* -** this is an optional field that can be used for agency specific needs.

***OK* -** saves the entries and returns the user to the previous screen.

*Cancel* **- does not save the entries and returns the user to the previous screen.**

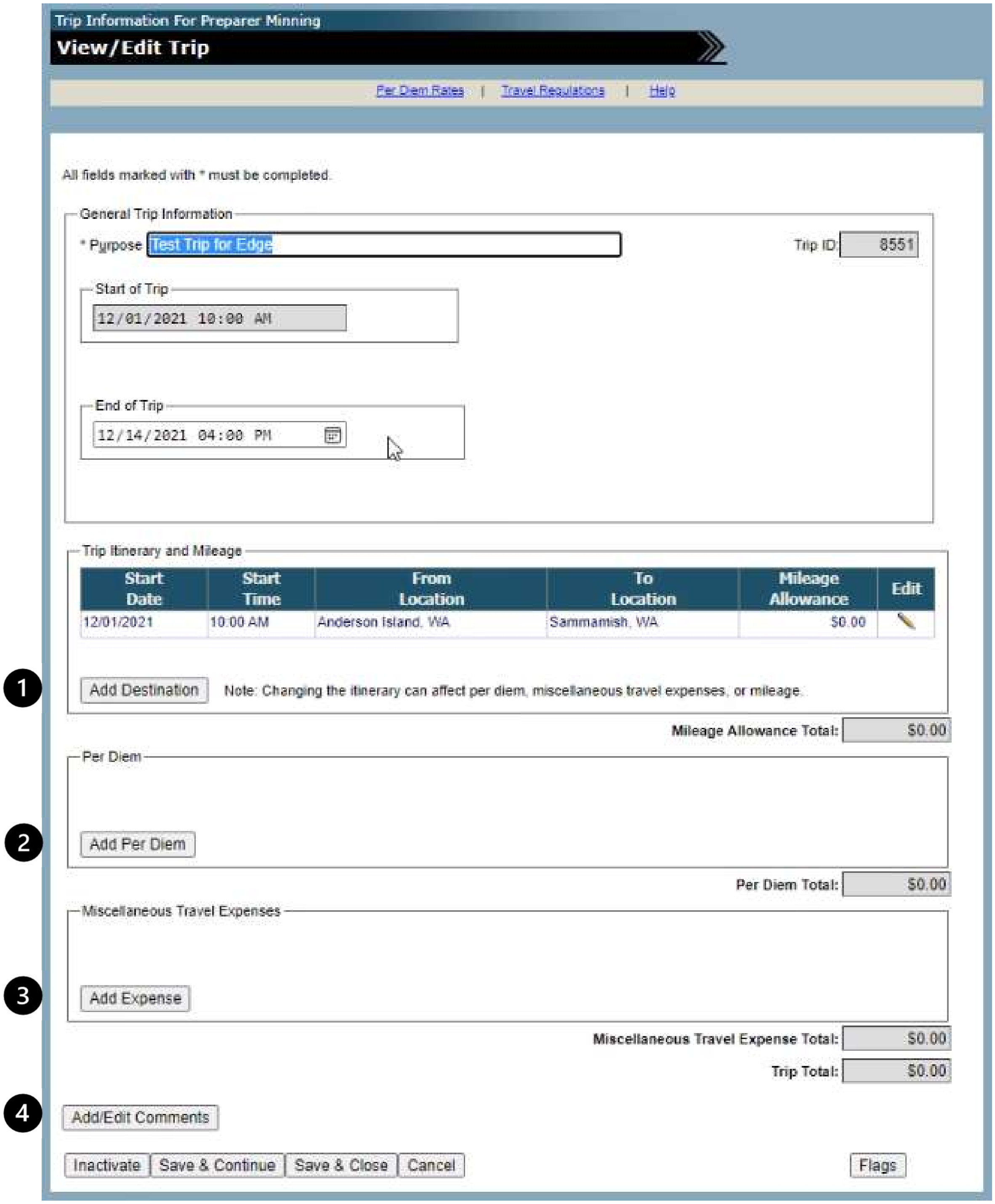
At this point you have created a blank trip container, which you may save or discard. If you save it the system has all the necessary data to a blank trip container.


Three processing options exist:

1) **"Save & Continue"** - saves input and opens trip detail input screen for further input options.
2) **"Save & Close"** – saves input, and then returns to previous screen.
3) **"Cancel"** – does not save input and then returns to previous screen.

**Note:** The system generates and displays a **Trip ID** after clicking either "Save and Continue" or "Save & Close".

Clicking **"Save and Continue"** will produce the trip detail input screen as shown on the next page.



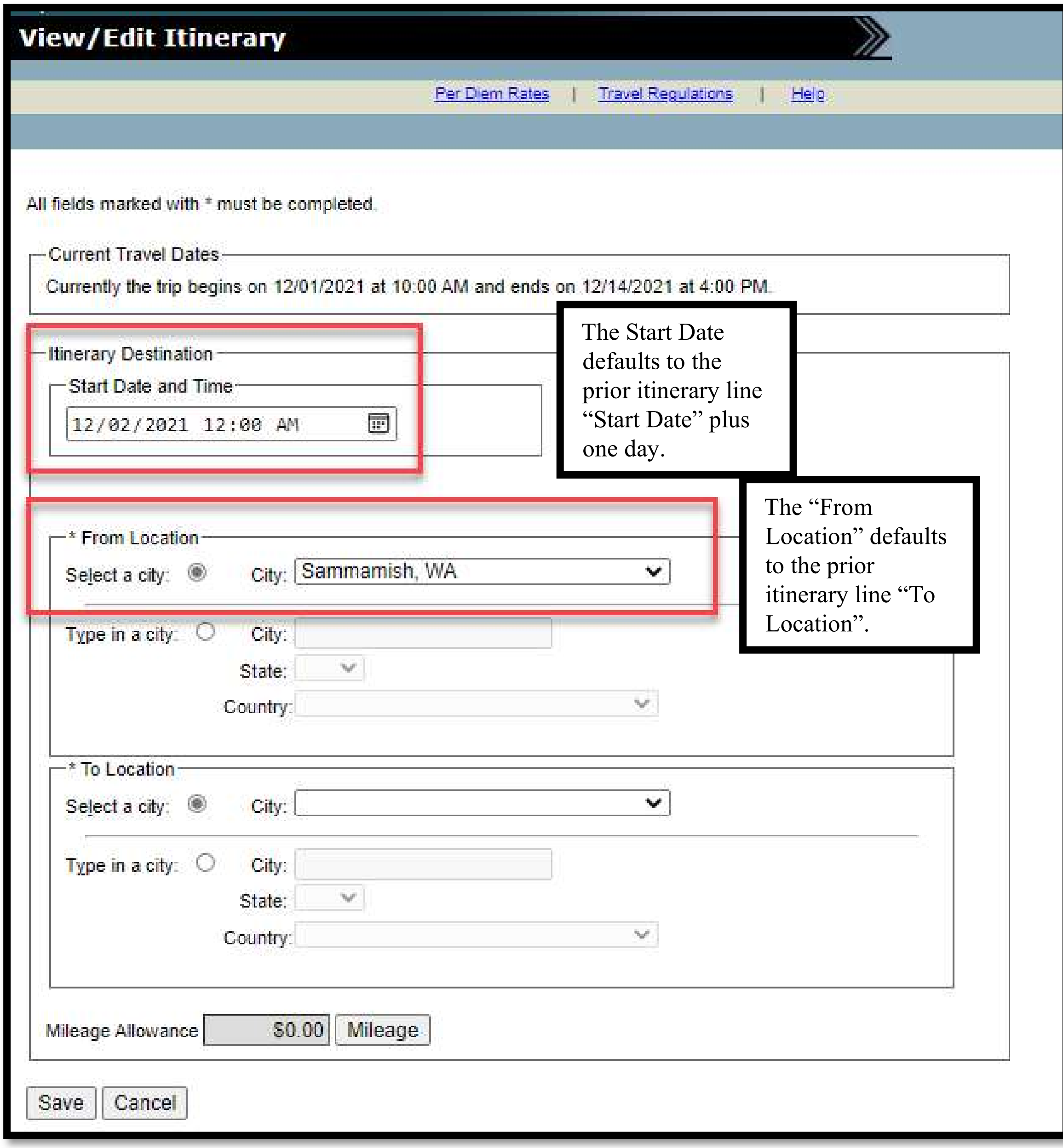

This screen allows users to:

1) Add a new Destination
2) Add Per Diem
3) Add miscellaneous travel Expenses
4) Add a comment

## Adding a Destination (New Itinerary Line):

Click the "**Add Destination"** button on the trip's detail input screen.

The itinerary detail input screen will appear as shown below.




Input new itinerary data in same manner as described in the General Trip Information paragraph for the initial itinerary. After input, two processing options exist from this screen:

**Save -** saves the entries and returns the user to the previous page.

**Cancel -** does not save the entries and returns the user to the previous page.

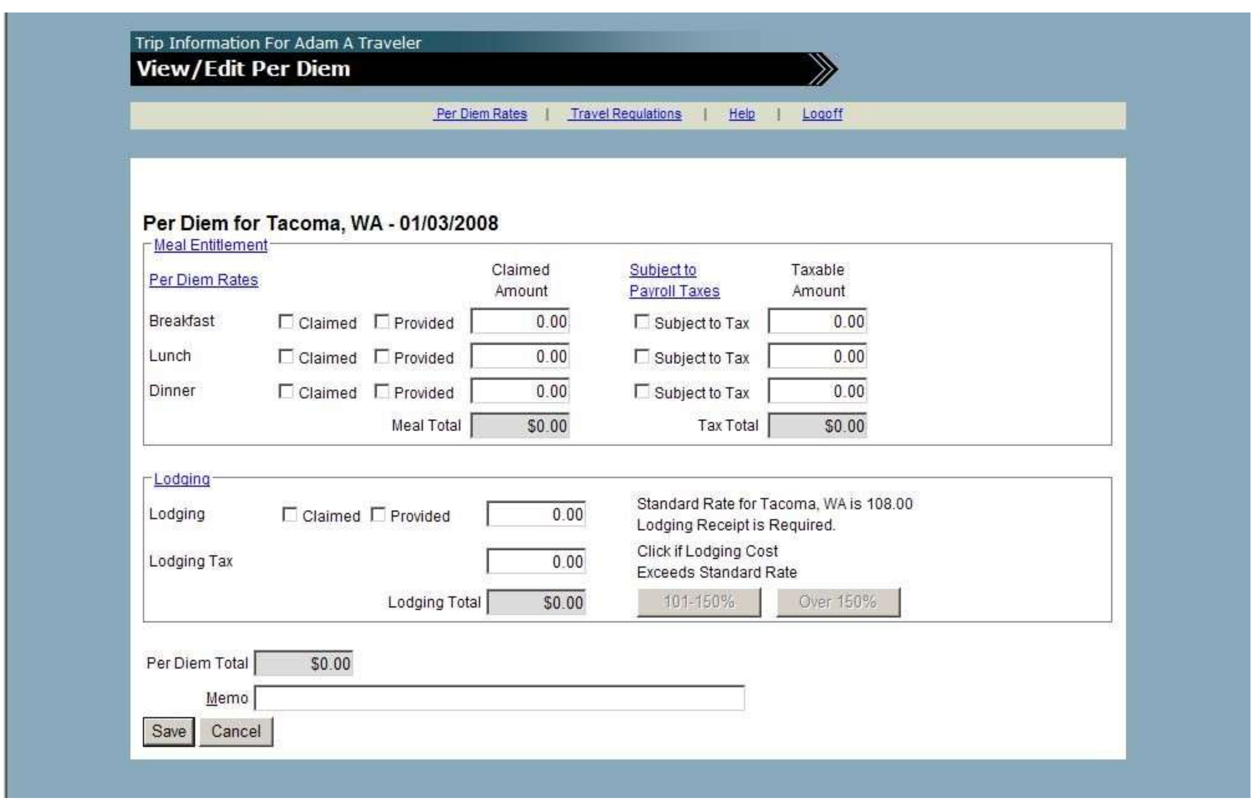
## Per Diem

Add Per Diem by clicking on the "**Add Per Diem**" button from the trip summary page. Meals and lodging expenses are entered, modified, or deleted through the per diem grid.

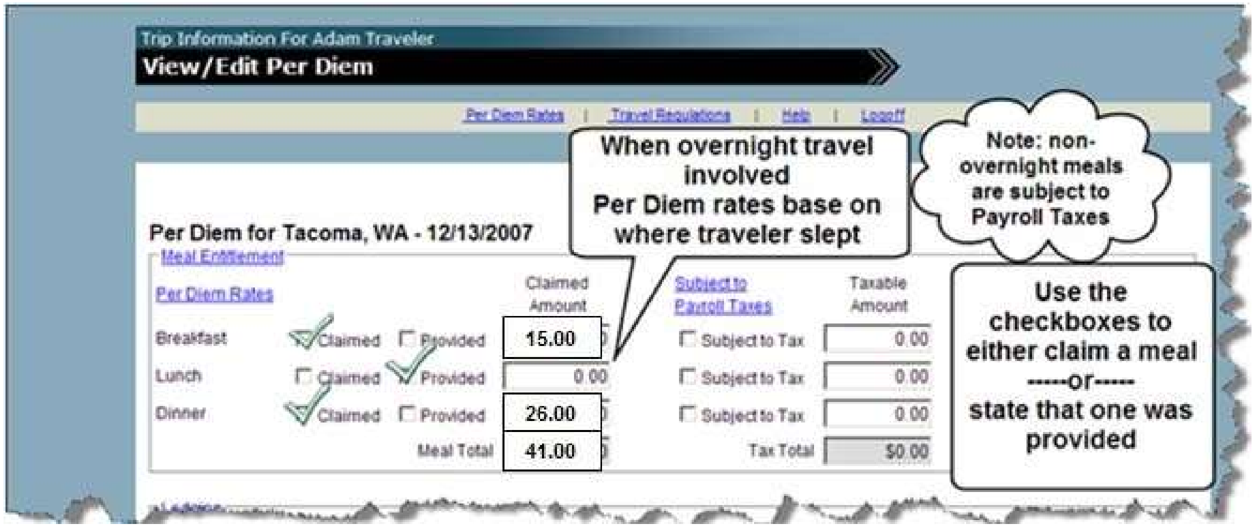
### Adding Per Diem (In-state)

The following window will appear after clicking the "**Add Per Diem**" button on the trip summary page. The "Travel Dates" window will be pre-populated with the individual dates of the trip. To claim per diem, the User chooses a date from the drop-down list and clicks the **"Claim Per Diem"** button. Clicking the **"Cancel"** button returns the User to the trip summary page.


After choosing a date and clicking the "**Claim Per Diem**" button, the screen below will appear (if the location is in-state and the location is in the TEMS database).



## Meals




The User clicks the appropriate box next to the meal period to indicate if a meal is being **"Claimed"** or is **"Provided"**.

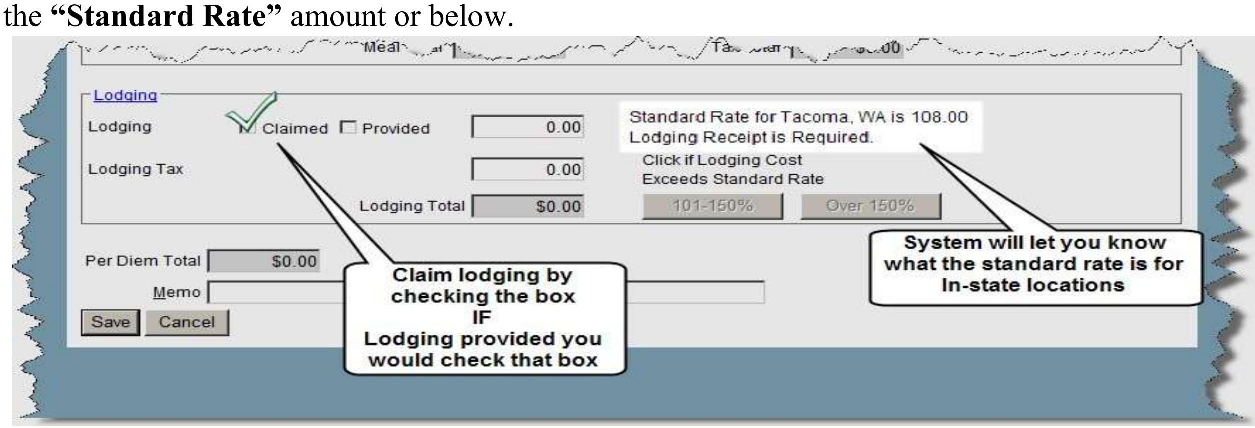
Clicking the **"Subject to Tax"** box indicates that the chosen meal is taxable. A meal must first be "Claimed" before it can be checked as "Subject to Tax". Note: Non-overnight travel meals are subject to Payroll Taxes.

When a meal is claimed and the per diem location is in the system database, the system will enter the meal value in the "Claimed Amount" column for each meal checked as claimed. The "Claimed Amount" will remain $0 (default) if a meal is checked as being provided. The "Claimed Amount" will also remain $0 (default) if neither the "Claimed" nor "Provided" boxes are checked.

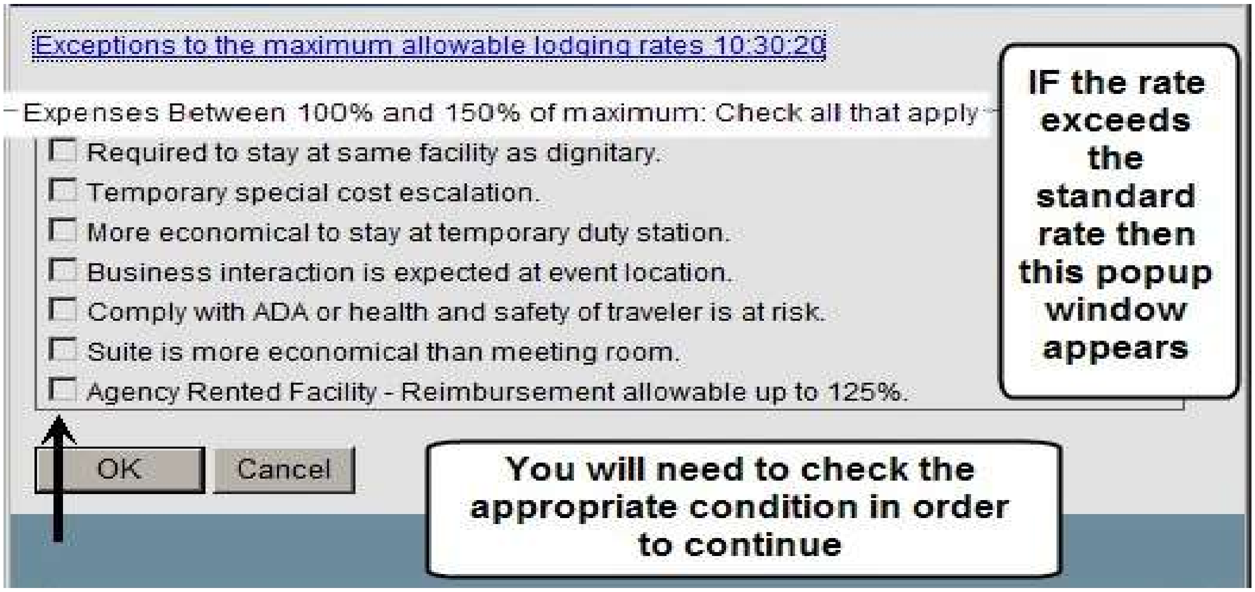
**Note:** When overnight travel is involved, the system will use the per diem rate for the location where the User last stayed overnight for the last day of the trip meal calculations.

## Lodging

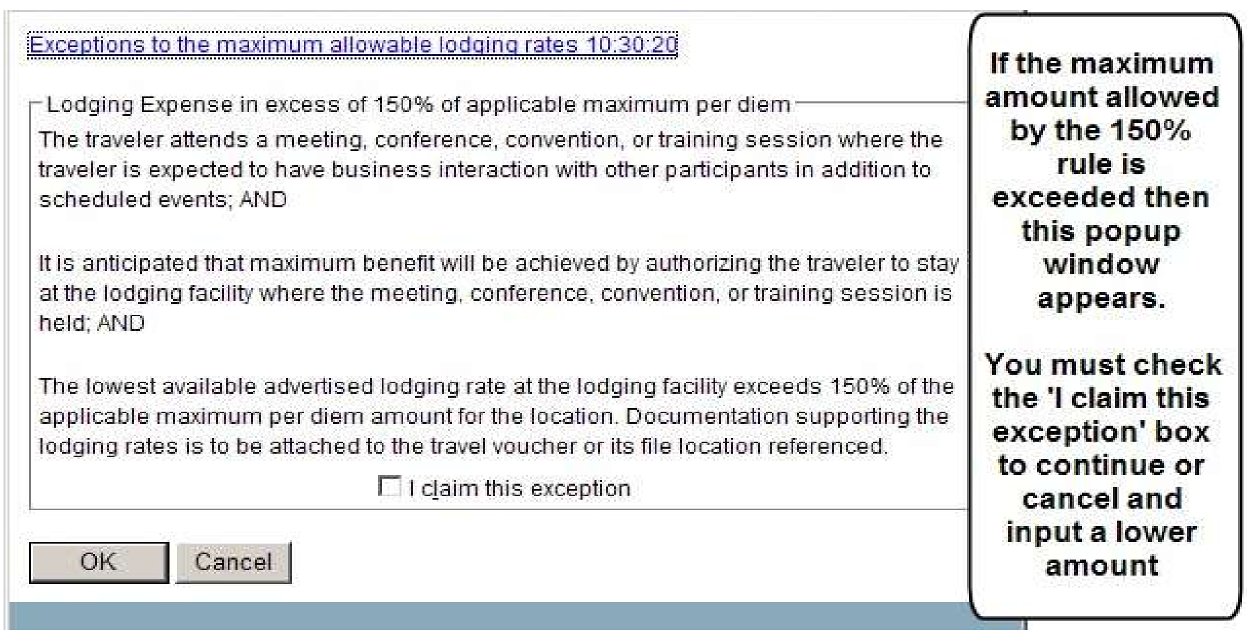
As with meals, the User must check the **"Claimed"** box if lodging reimbursement is being requested. The lodging amount is then manually entered into amount field. The system provides (in read only and for informational purposes) the standard lodging rate for the per diem location next to the "Claimed" amount field. The system validates the lodging amount entered when the User leaves the "Claimed" amount field. The system accepts the value if the amount entered is the **"Standard Rate"** amount or below.



If the amount entered is above the "Standard Rate", the system will generate one of two exceptions messages based on the amount entered in the lodging amount field: The first is the 101- 150% exception. The system will not accept the lodging amount entered until the appropriate exception is claimed or an amount equal to or less than the "Standard Rate" is entered.




The second is the Over 150% exception (see below)




Any associated lodging tax is manually entered into the "Lodging Tax" field. The system automatically calculates a "Lodging Total" by adding the values in the "Lodging" and "Lodging Tax" fields. The "Lodging Total" is a read only field.

**Note:** When a trip involves overnight travel, the system prevents the User from requesting lodging on the last day of the trip by graying out the lodging "Claimed" checkbox.

## Per Diem Total

The system automatically calculates the daily "Per Diem Total" by adding the values in the "Meal Total" and "Lodging Total" fields. The "Per Diem Total" is a read only field.

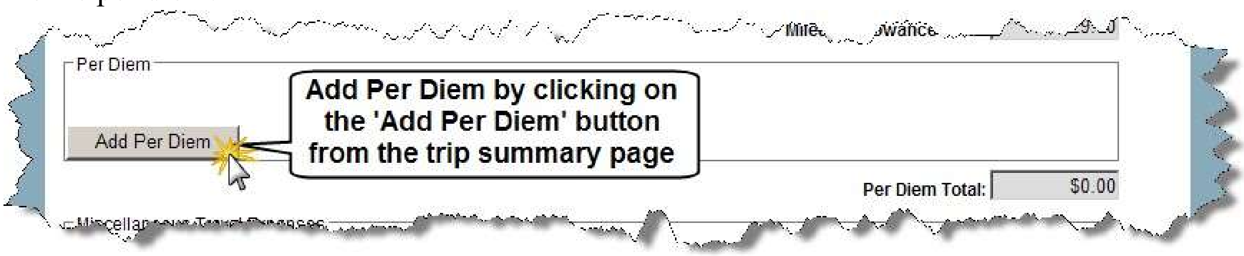
## Memo Field

"Memo" is an optional free-form input field that may be used for agency unique purposes.

The system provides two processing options after the per diem data is entered: **"Save"** and **"Cancel"**. The "Save" option saves the data to the database, updates the "Per Diem" grid, and returns the user to the Trip Summary page. The "Cancel" option does not save any data and also returns the User to the Trip Summary page.

## Adding Per Diem (Out-of-State)

To claim out-of-state per diem you will click on the same 'Add Per Diem' button that you did for in-state per diem.

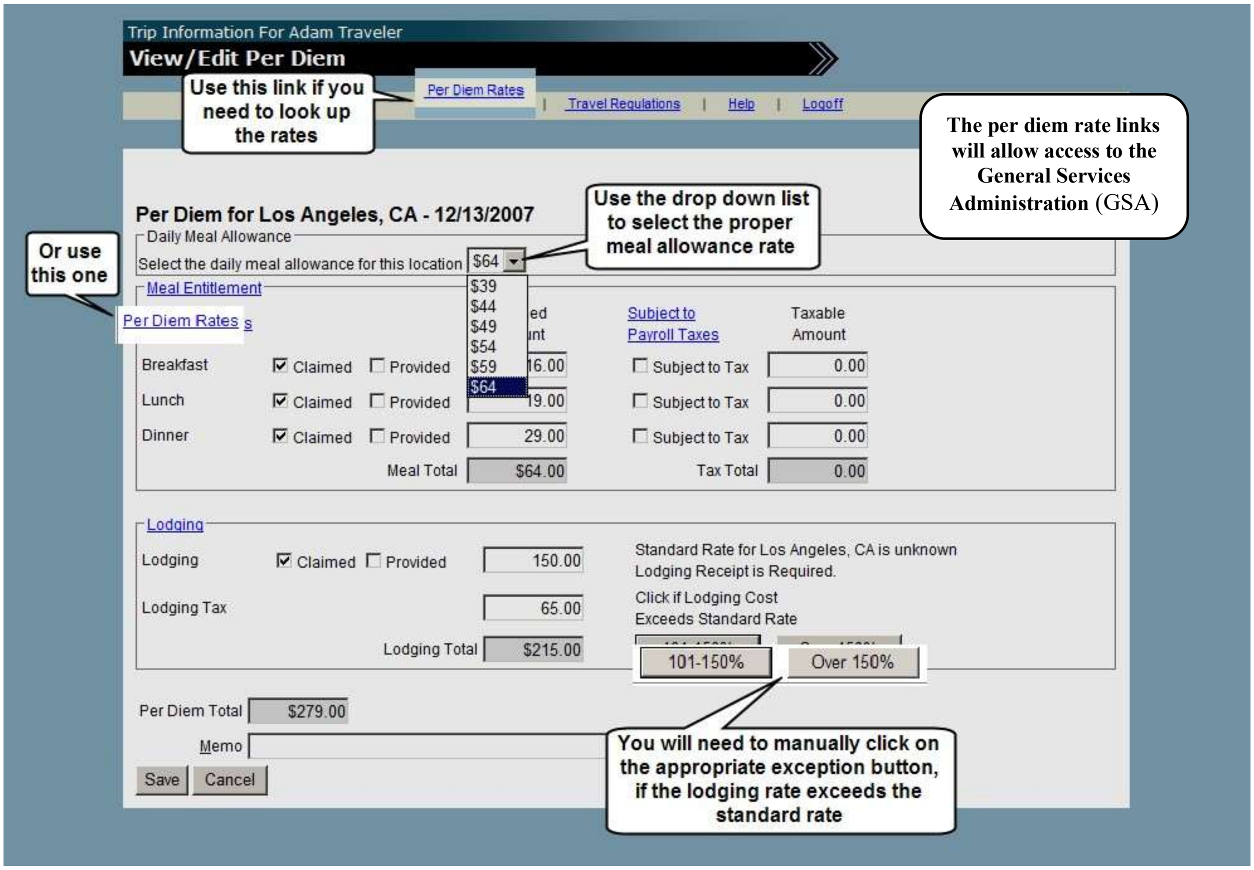



## Meals

The following window will appear after clicking the "**Per Diem**" button on the trip summary page.

The "Travel Dates" widow will be pre-populated with the individual dates of the trip date range. To claim per diem, the User chooses a date from the drop-down list and clicks the "**Claim Per Diem**" button. Clicking cancel returns to the trip summary page.

After choosing a date and clicking the "**Claim Per Diem**" button, the following screen will appear. This screen appears if the location is either out-of-state or an unknown in-state location.




Select the appropriate meal allowance rate from the drop-down list. Once the meal allowance is selected, a meal is claimed by checking the "Claimed" box of the desired meal period. Based on the meal allowance selected, the system will assign the appropriate value to the meal period when the "Claimed" box is checked. The remaining meal options are the same as those indicated for in-state.

## Lodging

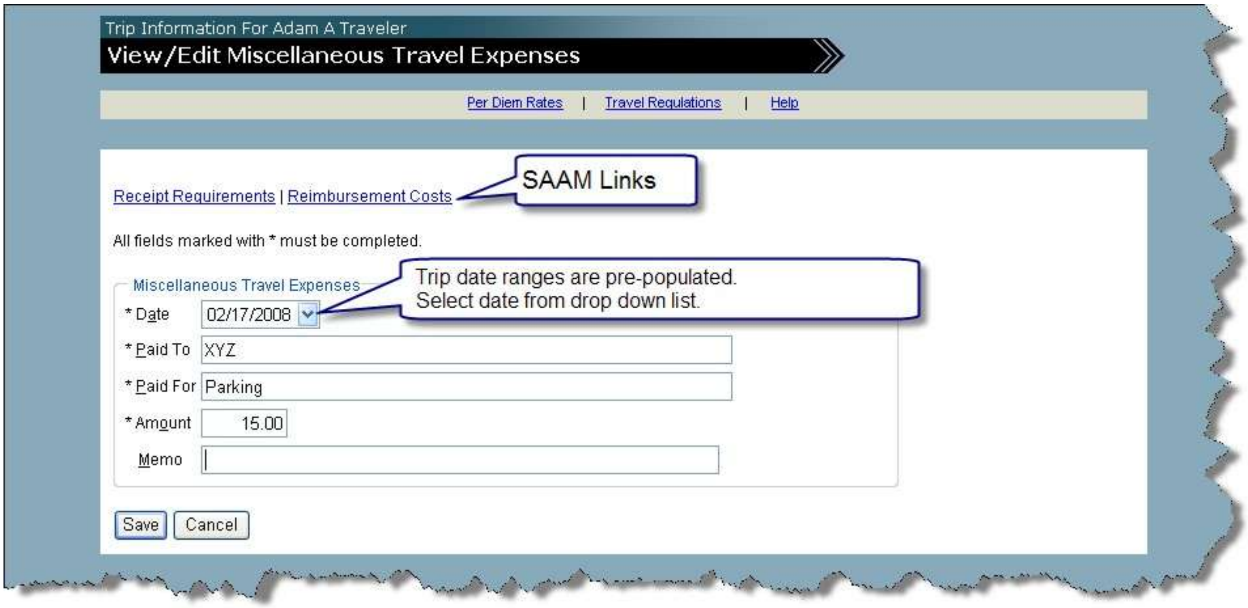
As with in-state lodging, the User must check the "Claimed" box if lodging is being claimed. The lodging amount is then manually entered into amount field. Since the location is out-of-state and unknown to the system, the system cannot provide a standard lodging rate as done for (known) in-state locations. Therefore, the automatic comparison of the standard rate to the lodging amount cannot occur. The User must manually select the appropriate lodging exception if necessary.

All other remaining out-of-state per diem steps are the same as in-state.

## Adding Miscellaneous Travel Expenses:

Click the **"Add Expense"** button to add miscellaneous travel expenses.

The View/Edit Miscellaneous Travel Expenses screen will appear.




**Date -** The date pick list is pre-populated with the date range of the trip. Select a date from the list.

**Paid To -** Enter who the expense was paid to.

**Paid For** - Enter what the expense was paid for.

**Amount** - Enter the amount of the expense.

**Memo -** this is an optional field that can be used for agency specific needs.

**Save** - saves the entries and returns the user to the previous screen.

**Cancel -** does not save the entries and returns the user to the previous screen.

**Note:** The Date, Paid To, Paid For, and Amount Fields are required fields.

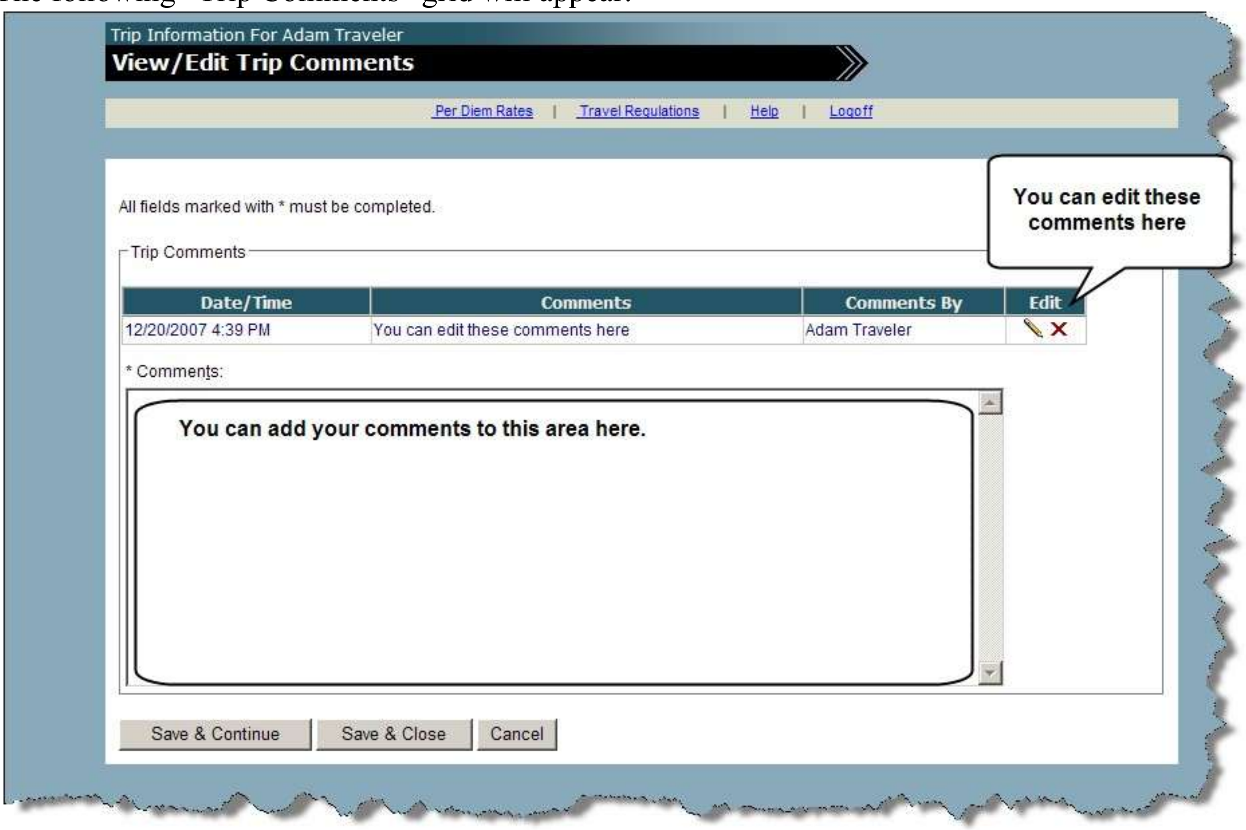
## Comments

Comments give the user a mechanism to provide additional information or explanations pertinent to the trip. Users manually key in comments in the free-form input section. The following characters are allowed when using the free-form input section: A-Z a-z 0-9 ! @ # % & ( ) ^ . * $ \ + : ; _ - { } [ ] = / > < | , ? ~.

### Add New Comments

Click on the **"Add/Edit Comments"** button from the trip summary screen to add or edit comments.

The following" Trip Comments" grid will appear.




Users can add new comments as well as edit or delete existing comments from this screen. Existing comments will appear in the grid above the free-form input section. The grid includes the following data fields:

**"Date/Time"** - System generated timestamp of when the comment was created.
**"Comments"** - User inputted data. This is a required field.
**"Comments By" -** System generated value displaying the User ID of the individual creating the comment.

The User types in the desired comment. After completion, the system provides three processing options:

**"Save & Continue"** - saves input and maintains comments detail input screen for further input.
**"Save & Close"** – saves input, and then returns to previous screen.
**"Cancel"** – does not save input and then returns to previous screen.

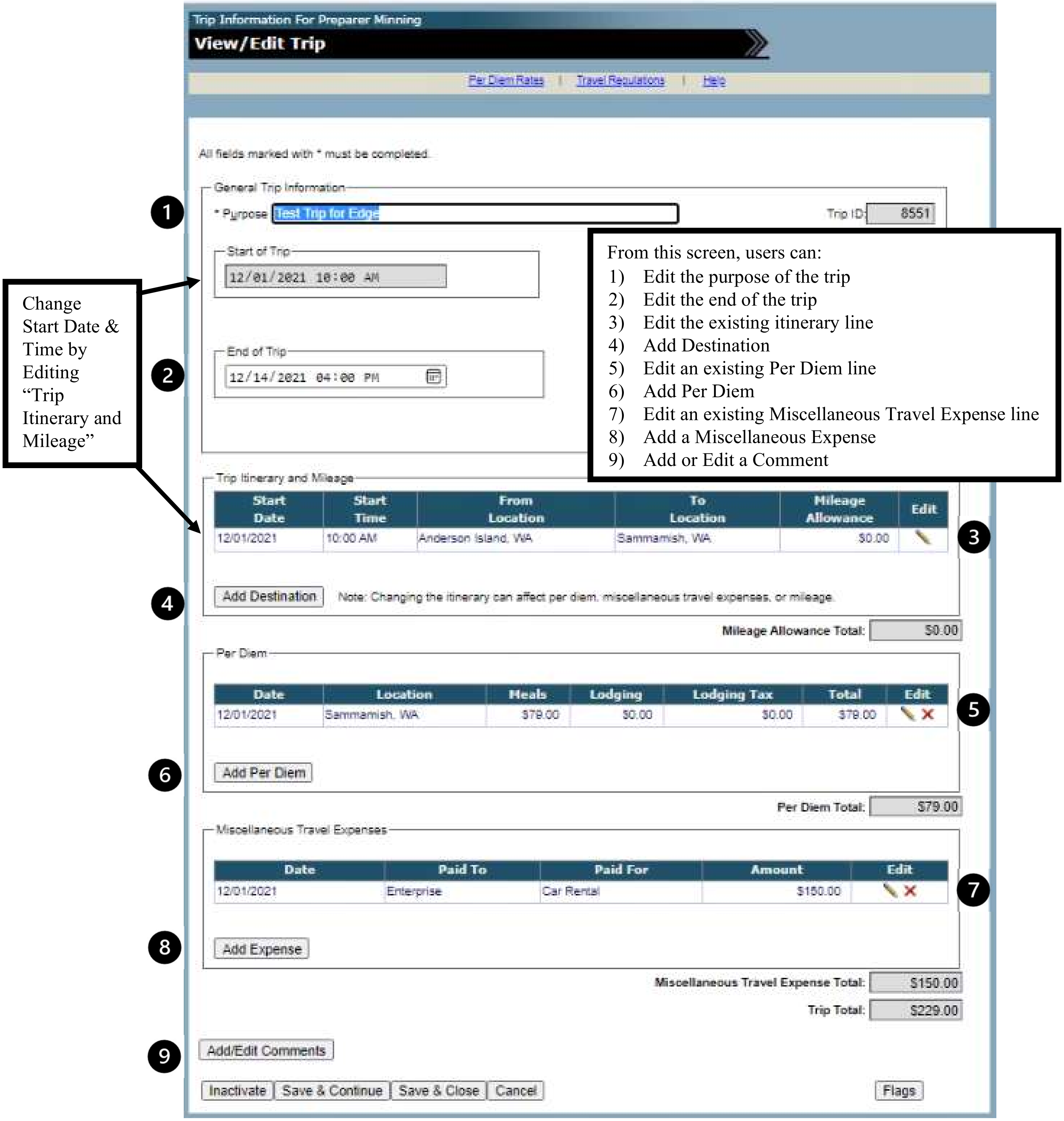
The new comment will appear in the "Trip Comments" grid once it is saved.

# Edit an Existing Trip

From the Trip List screen, click the **"pencil"** icon in the Edit column on the row of the trip to be modified.


| Trip Id | RR Id | Start | End | Purpose | Mileage | Per Diem | Misc | Total | Status | Edit |
|---|---|---|---|---|---|---|---|---|---|---|
| 1666 | | 05/29/2008 | 06/06/2008 | Camano Island | $113.49 | $262.00 | $0.00 | $375.49 | Saved | |
| 1669 | 870 | 05/29/2008 | 06/06/2008 | Per Diem Rates FY 2008, Skagit County | $132.89 | $292.00 | $0.00 | $424.89 | Attached to Reimbursement Request | |
| 1665 | | 05/28/2008 | 06/06/2008 | Per Diem Rates FY 2008, Island County | $58.68 | $262.00 | $0.00 | $320.68 | Saved | |
| 2242 | | 02/29/2008 | 03/01/2008 | new location picker | $228.26 | $206.90 | $0.00 | $435.16 | Saved | |
| 2243 | | 02/28/2008 | 02/29/2008 | Another test | $30.30 | $0.00 | $0.00 | $30.30 | Saved | |
| 2238 | 1269 | 02/28/2008 | 02/28/2008 | new trip to verify vendor id is taken from the table | $228.26 | $39.00 | $14.99 | $282.25 | Attached to Reimbursement Request | |
| 2206 | 1244 | 02/22/2008 | 02/23/2008 | new trip by traveler | $0.00 | $75.00 | $0.00 | $75.00 | Attached to Reimbursement Request | |
| 2205 | 1243 | 02/22/2008 | 02/24/2008 | new trip prepared for traveler | $0.00 | $174.00 | $0.00 | $174.00 | Attached to Reimbursement | |

The trip's detail input screen will appear as shown below.



## Edit General Trip Information:

The User has four processing options after entering the edits:

**"Inactivate" –**See Inactivate Trip section of this document.

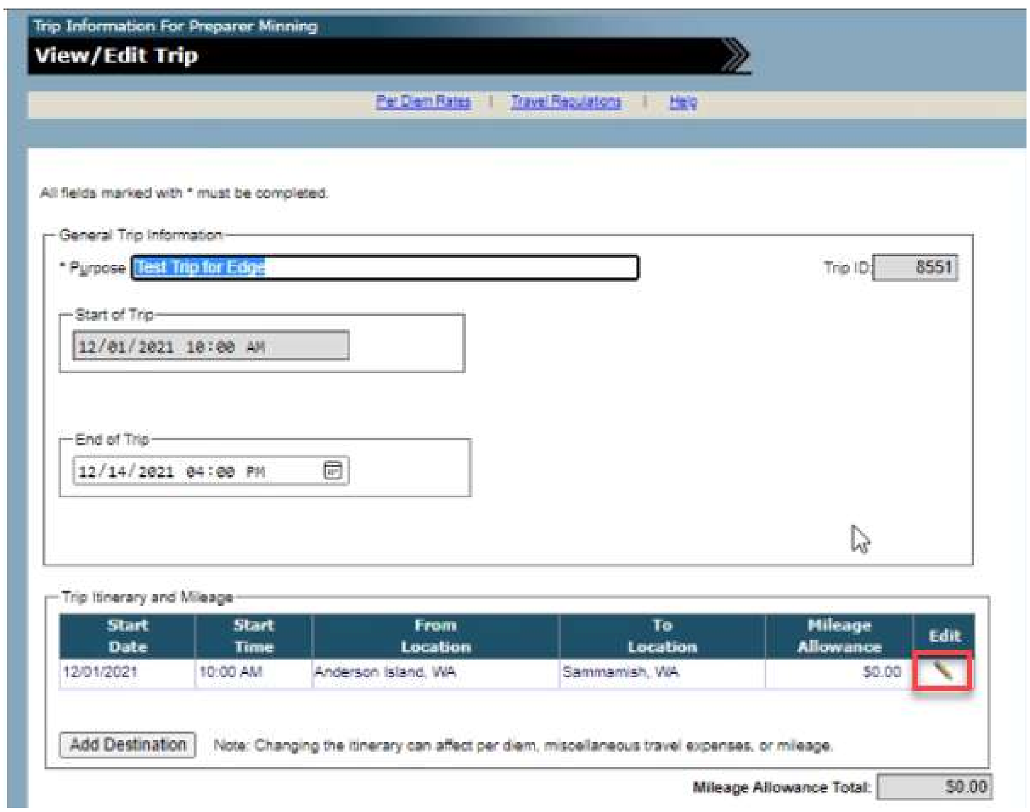
**"Save & Continue"** - saves input and maintains the current screen.

**"Save & Close"** – saves input, and then returns to previous screen.

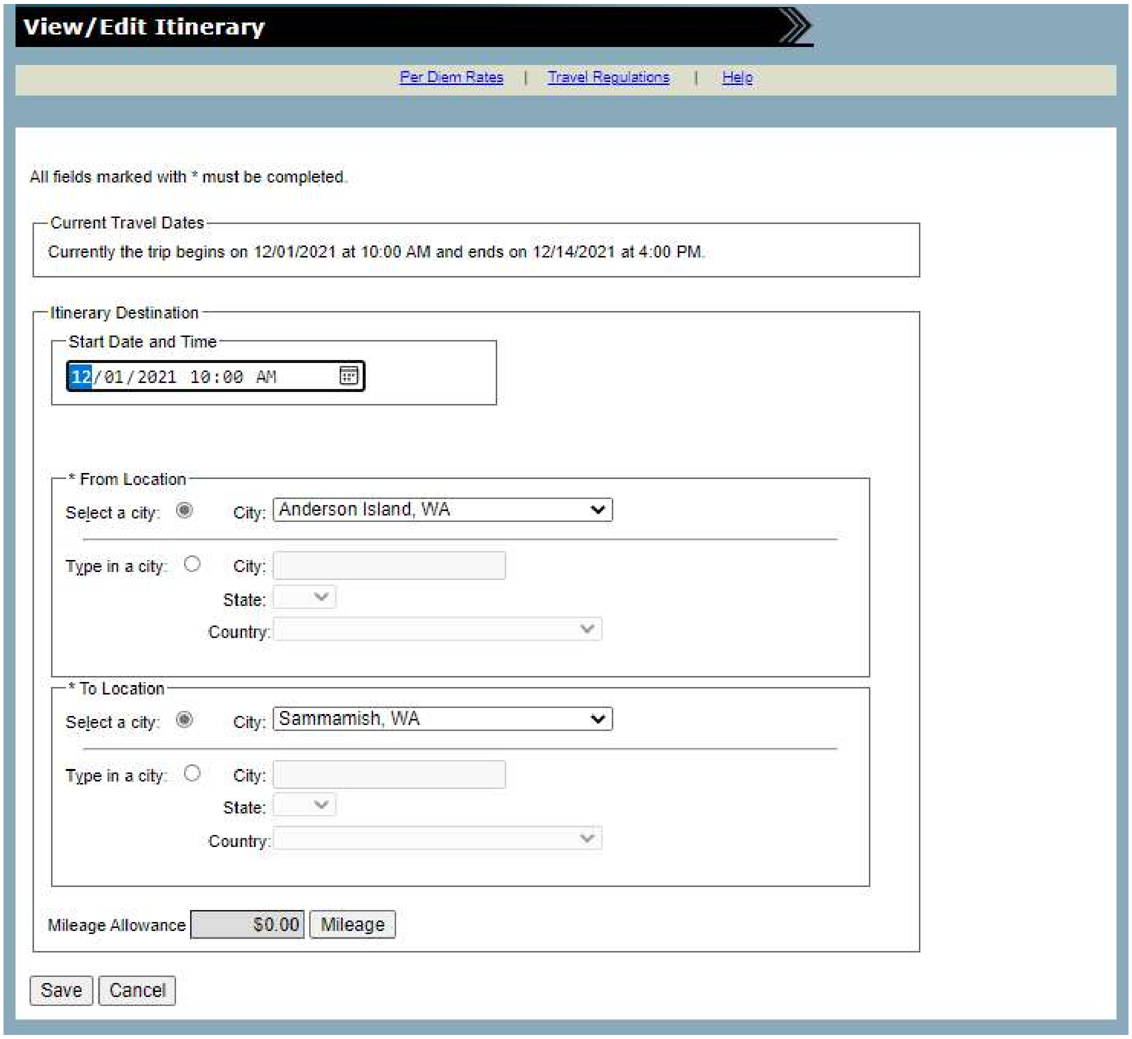
**"Cancel"** – does not save input and then returns to previous screen.

## Edit an Itinerary Line:

Click on the "**Pencil"** icon in the row of the "Trip Itinerary and Mileage" grid to be modified
*Note: This is the only way to edit the "Start of Trip" Date & Time.*



The “View/Edit Itinerary” detail input screen will appear as shown below.

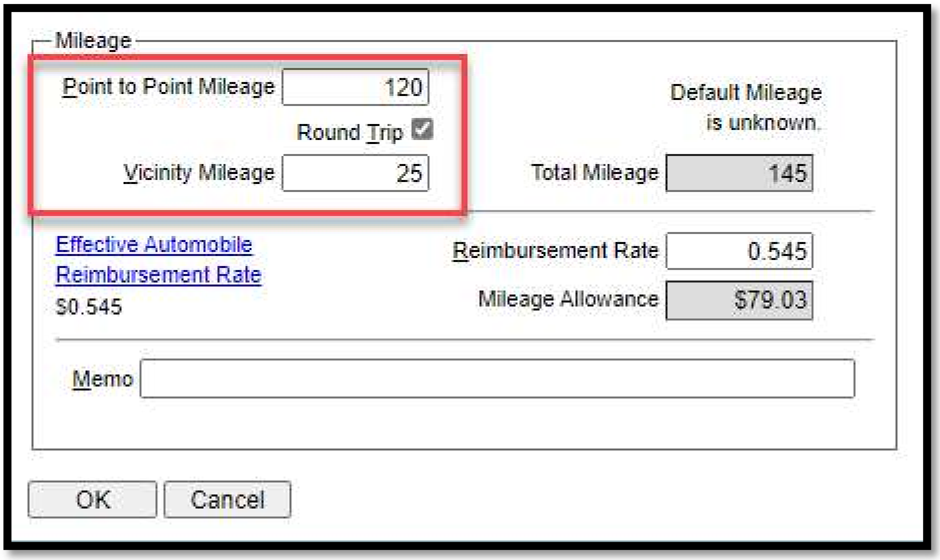



The **“Current Travel Dates”** section is informational only and cannot be modified from this screen. This data is obtained from the General Trip Information.

Desired modifications to the itinerary line can be made from this screen. If you change the location, click “**OK**” to the warning message; this will clear the mileage that was previously calculated.

To recalculate the mileage, click on the "**Mileage**" button to open the mileage pop-up window.

If modifications to the **"Mileage Allowance"** are necessary, the **"Mileage"** button must be clicked to open the mileage calculator to enter the new values.




- If Mileage is known to the system, then the point-to-point mileage will be filled in. If not, then the user will need to manually update this window.
- You can add Vicinity mileage here and indicate that the mileage should be for a round trip.

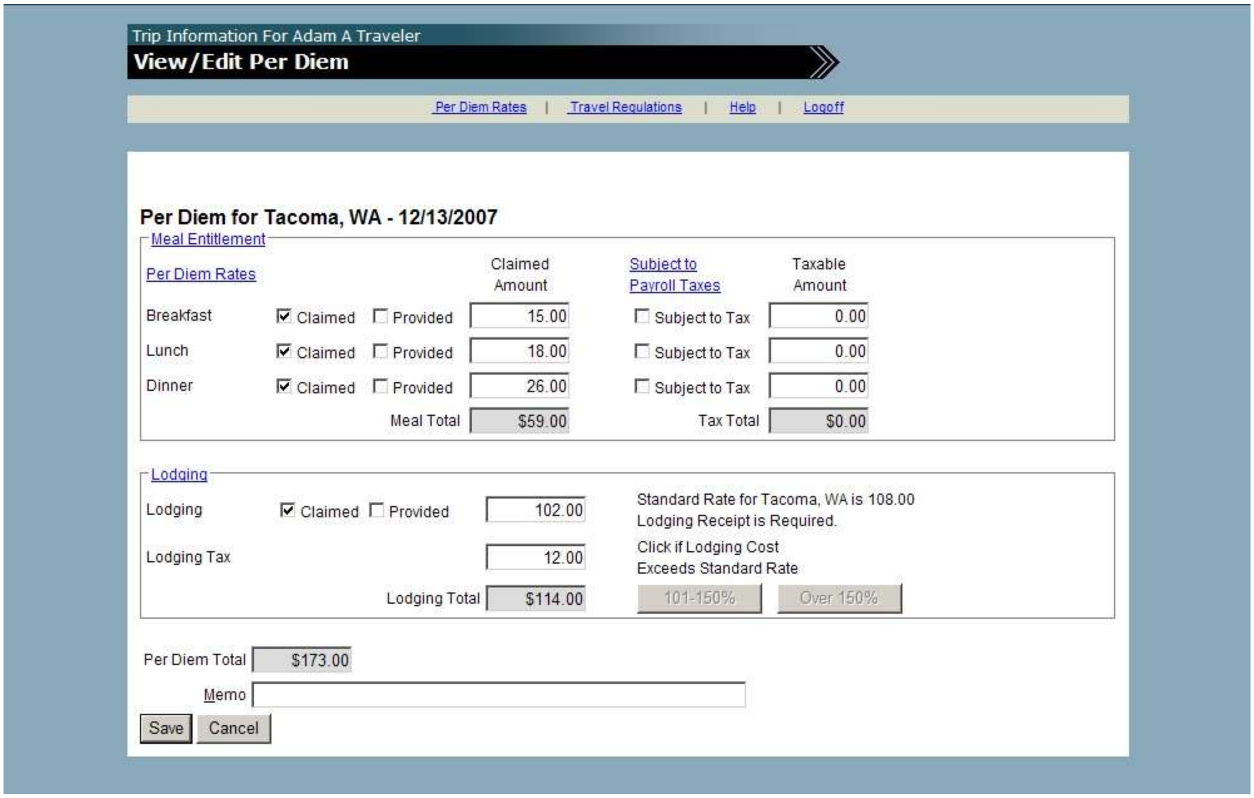
Click "**OK"** or "**Cancel**" to return to the View/Edit Itinerary page.

After modifying the itinerary line, the user will have two processing options:
**"Save"** and **Cancel".**

## Edit Existing Per Diem

Click the **"pencil"** icon on the row of the "Per Diem" grid to be modified.

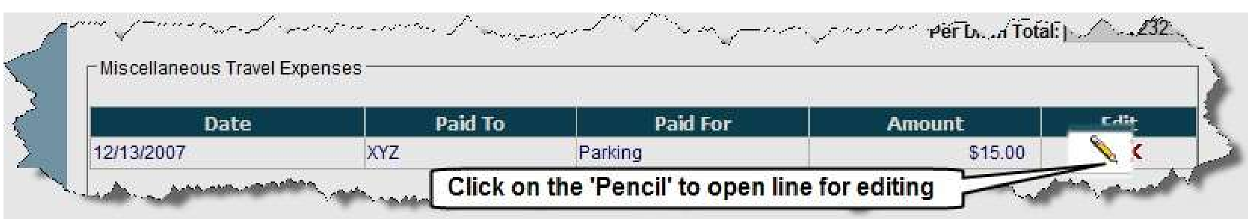
Upon clicking on the "**pencil**" icon, the following "View/Edit Per Diem" input screen containing the saved values will appear. Use this screen to modify the per diem values as necessary.




Click **"Save"** to keep the modifications or **"Cancel"** to discard them.

## Edit Miscellaneous Travel Expenses:

Click the **"pencil"** icon on the row of the other expense grid to be modified.

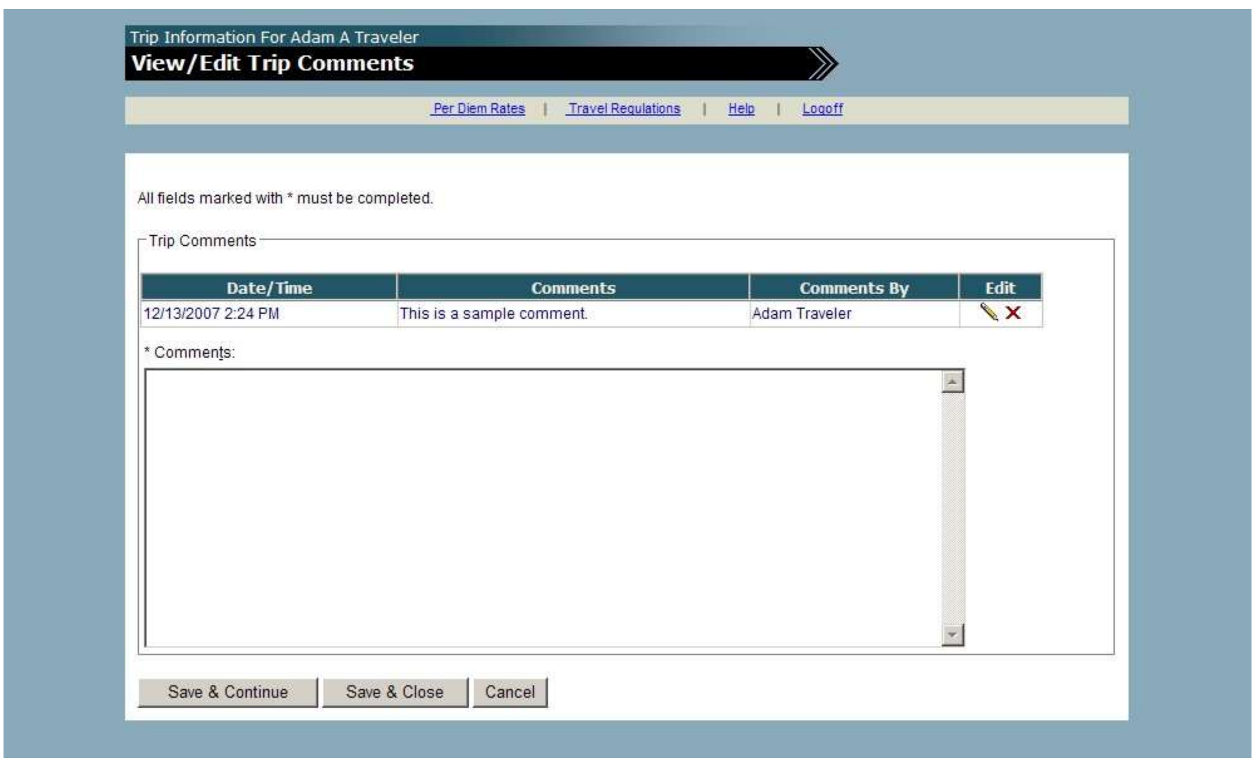


The View/Edit Miscellaneous Travel Expenses detail input screen for the selected row will appear as shown below:

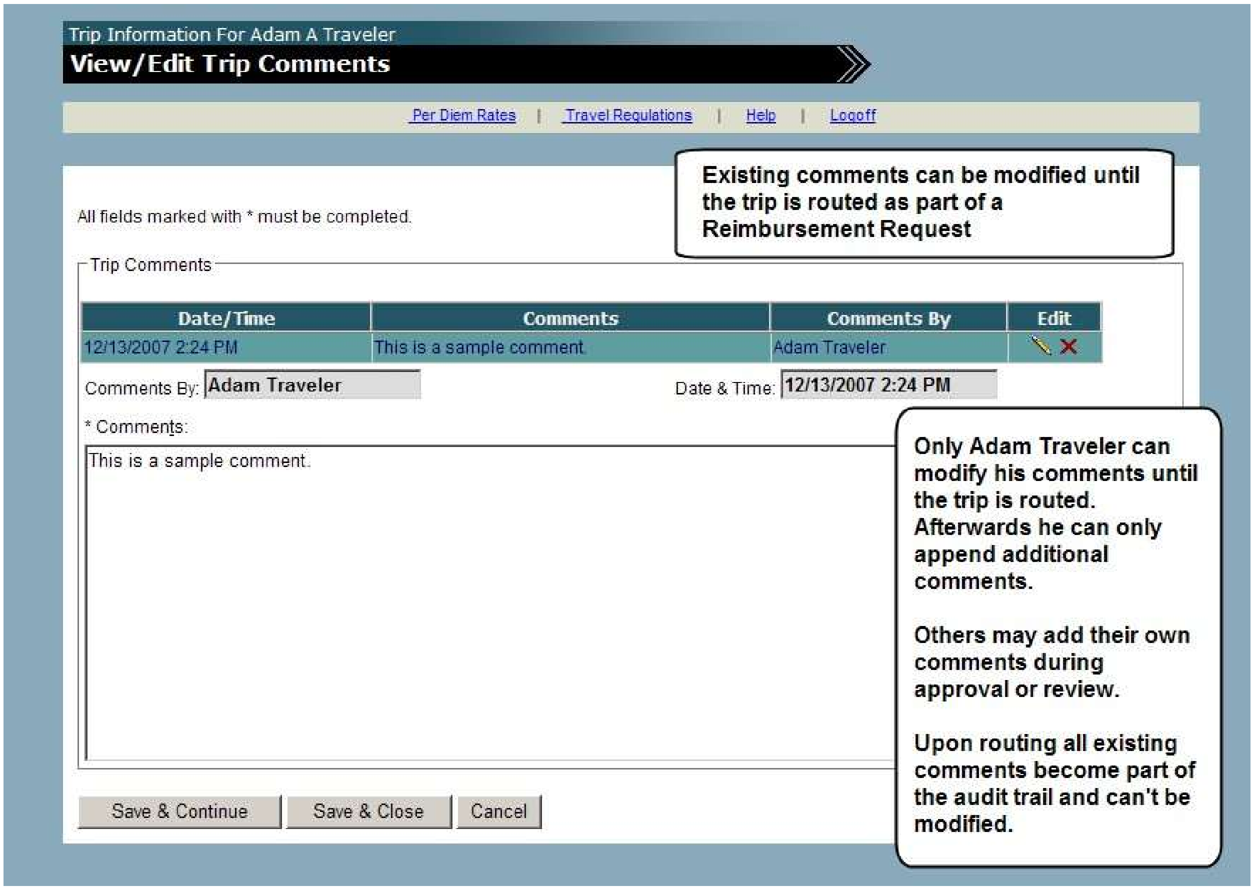

Modify details as necessary and then click **"Save"** or **"Cancel"** to keep or discard the changes respectively.

## Edit Existing Comments

From the Edit Trip Screen, click on the "**Add/Edit Comments**" button to arrive at the View/Edit Trip Comments Screen below.



Click the **"pencil"** icon on the row of the "Trip Comments" grid to be modified.
The detail input screen containing the chosen comment will appear as shown below.




The user can modify the comment as necessary. Existing comments cannot be modified once a trip has been routed as part of a reimbursement request

The same three processing options as described earlier exist after the desired modifications are made: **"Save & Continue"**, **"Save & Close"** or **"Cancel"**.

## Delete Existing Comments

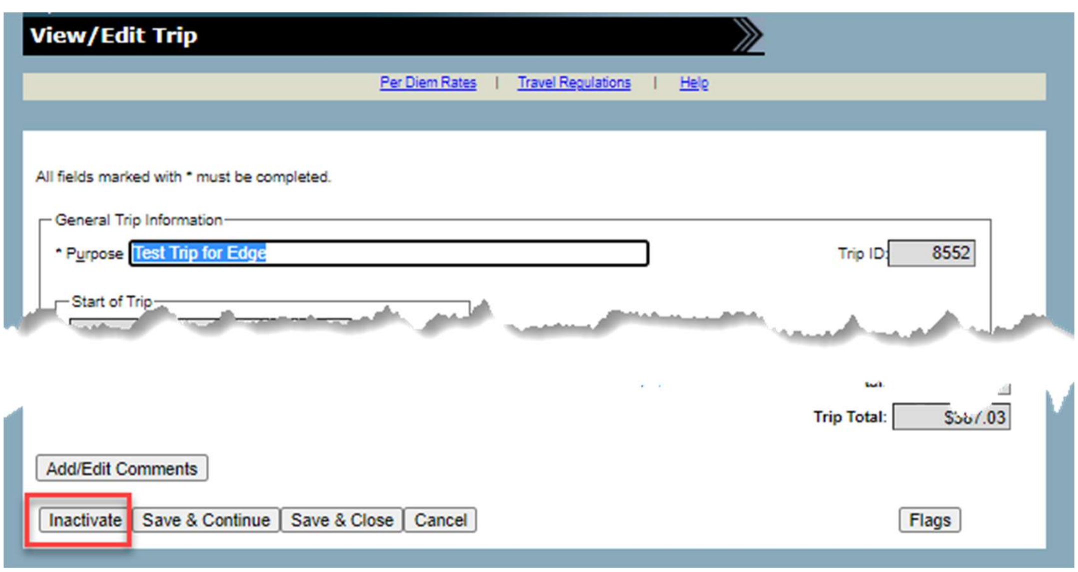
Click the **"X"** icon on the row of the "Trip Comments" grid to be deleted. The delete message window will appear verifying that you want to delete the row.

Choose **"OK"** to continue the deletion or **"Cancel"** to stop. After the deletion, the comment will no longer appear in the grid. Existing comments cannot be deleted once a trip has been routed as part of a reimbursement request.

## Inactivating a Trip

Only trips with a "Saved" status can be inactivated. Trip owners (Requestors) can inactivate their own trips. Preparers may also inactivate trips they created for Requestors.


The View/Edit Trip screen below will appear.



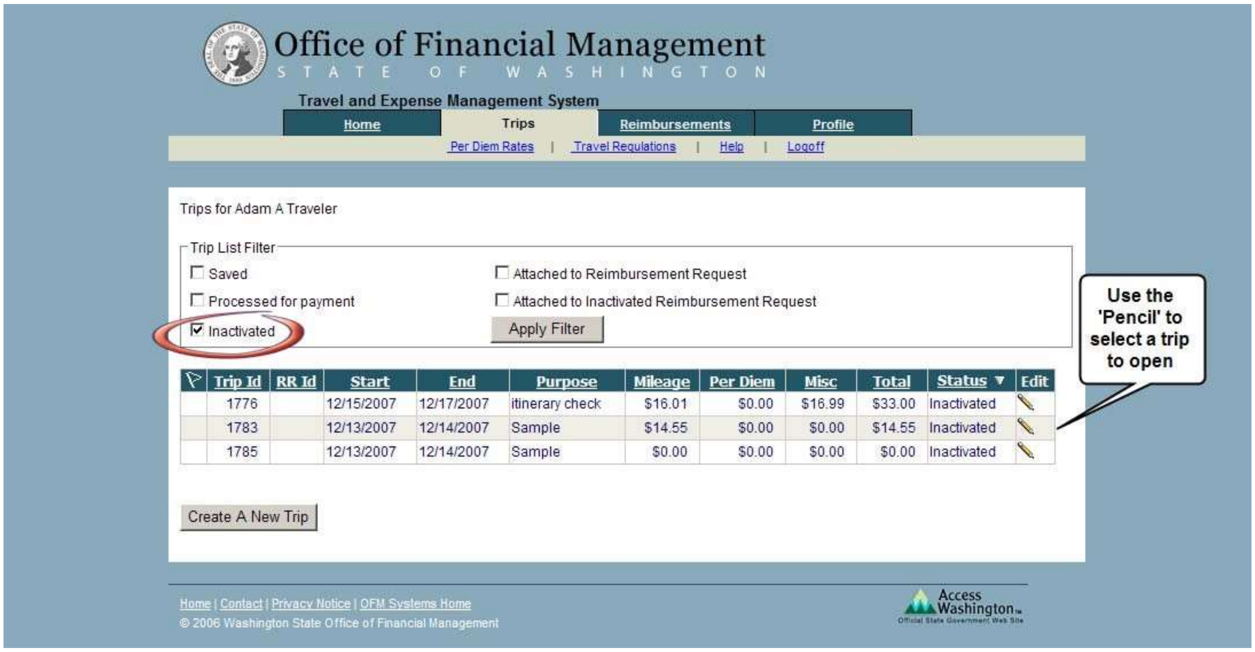

Click the "**Inactivate"** button.

Click **"OK"** to inactivate the trip or **"Cancel"** to discontinue to the warning message.

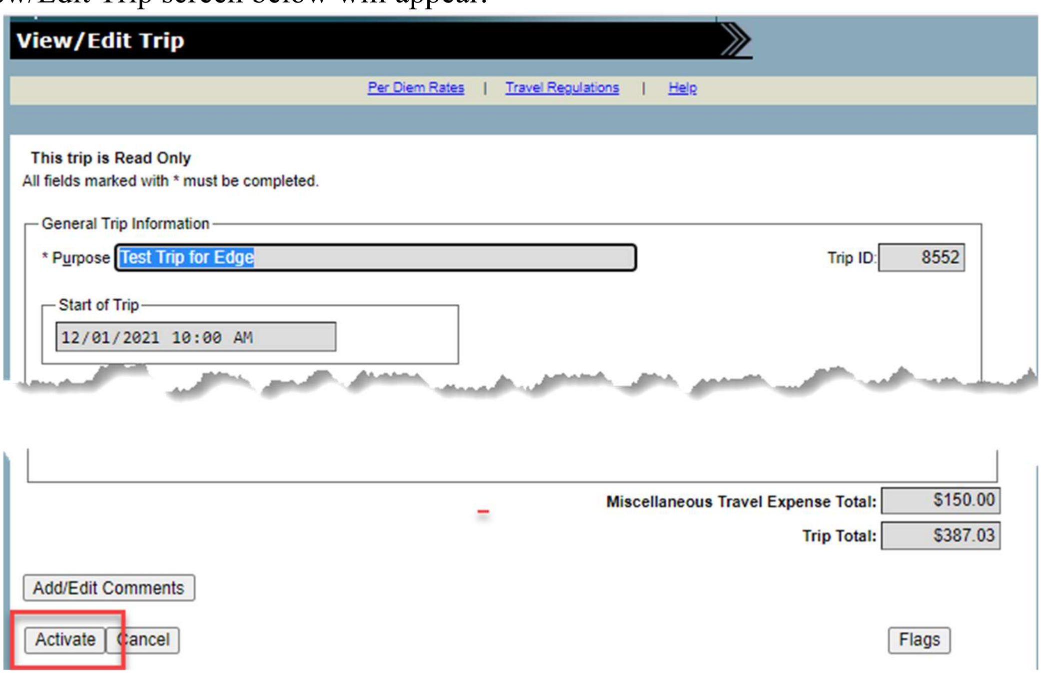
The trip will now have an "Inactivated" status and can be viewed in "read only" mode by selecting "Inactivated" on the Trip List Filter.

## Activating a Trip

Only trips with an "Inactivated" status can be activated. Select Inactivated from the Trip List filter and click "Apply Filter". The trip list will display inactivated trips.




The View/Edit Trip screen below will appear.




Click the "**Activate**" button.

Click **"OK"** to activate the trip or **"Cancel"** to discontinue to the warning message.

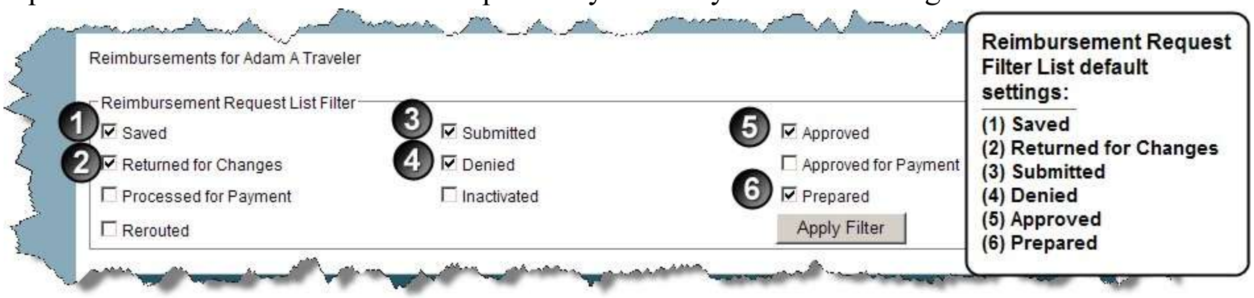
The trip will now have a "Saved" status.

## Reimbursements Tab

The **"Reimbursements Tab"** displays a list of "in-process" reimbursement requests that are awaiting further action. A reimbursement request is used to bundle trips together and route them for processing. The user selects existing trips from the trip list and attaches them to the reimbursement request. New trips may also be created and added through the reimbursement request.

## Reimbursement Request List Filter

The reimbursement request list filter provides filtering capability by the various reimbursement request statuses.  A reimbursement request may have any of the following statuses:



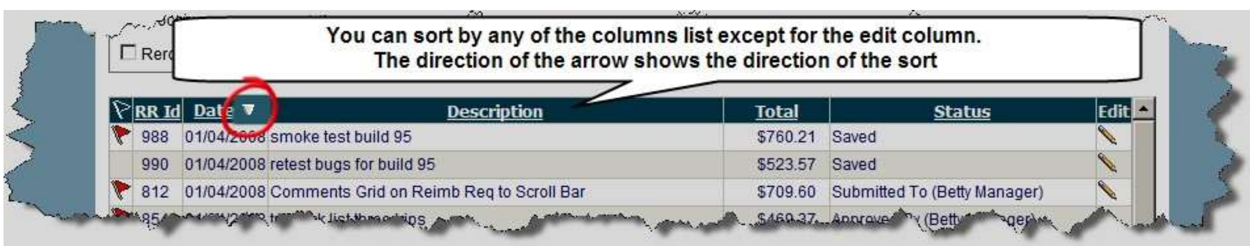

**Filter Options:**

**Saved** – A reimbursement request that was saved, but has not been routed.
**Returned for Changes** – A reimbursement request that has been sent back for modifications.
**Processed for Payment** – A reimbursement request in which payment was received by the Requestor.
**Rerouted** – A reimbursement request that has been redirected by an Agency or System Administrator.
**Submitted** – A reimbursement request that has been initially routed by a Requestor or Preparer.
**Denied** – A reimbursement request that has been declined by an Approver or Fiscal staff.
**Inactivated** – A reimbursement request that was manually inactivated by clicking the Inactivate button.
**Approved** – A reimbursement request that has been approved by an Approver.
**Approved for Payment** – A reimbursement request that has been authorized for payment by the Fiscal staff.
**Prepared** – A reimbursement request that has been created on behalf of someone else.

To use the filter feature, simply select the desired filter options and click the **"Apply Filter"** button.

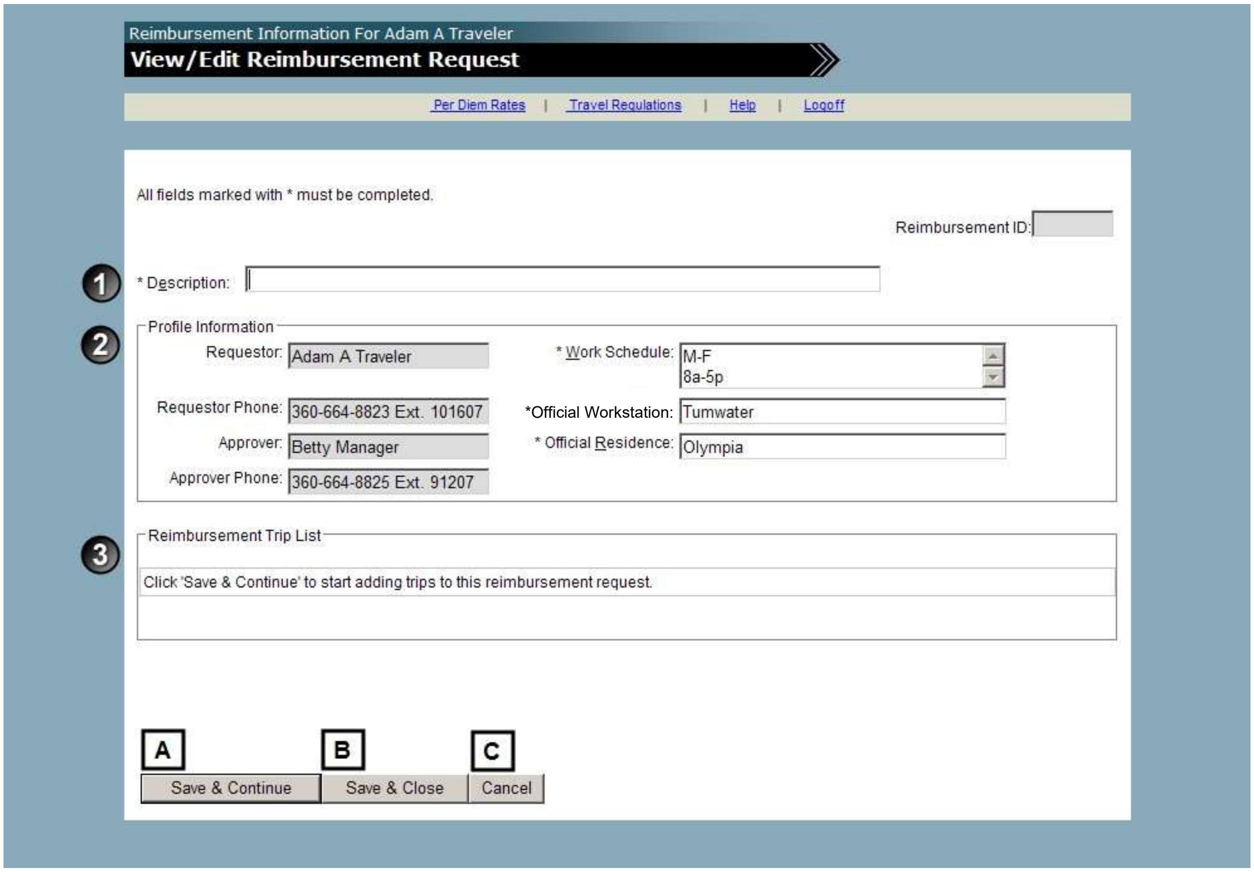
## Sorting

The reimbursement request list can be sorted by any of the column headings except **"Edit"**.  The default sort order is by the **"Date"** column in descending order.  To initiate a different sort, click on the desired underscored column heading, i.e. clicking on **"Total"** will sort the entire trip list by the "Total" column in ascending order.  Clicking "Total" again will reverse the sort to descending order.



## Creating a New Reimbursement Request

If you click the **"Create A New Reimbursement"** button on the reimbursement request list screen, the following screen will appear.




The new reimbursement request is initially composed of several sections:

1) **Description:** This is a free-form entry field. The user types in the desired description. (NOTE: Do not use the "tab" key when filling out the description, single space only is recommended. A Tab will result in an error of "Invalid Row Length" when uploading the batch.)

2) **Profile Information:** serves as the header for the reimbursement request. The fields of this section with the exception of Description and possibly are pre-populated from the traveler's profile. The Requestor, Requestor Phone, Approver, Approver Phone, and Routing Status are "Read Only" fields and cannot be changed on the reimbursement request. The **Work Schedule**, **Official Workstation**, **Official Residence**, and **Description** are required fields and may be modified on the reimbursement request without impacting data saved on the traveler's profile.

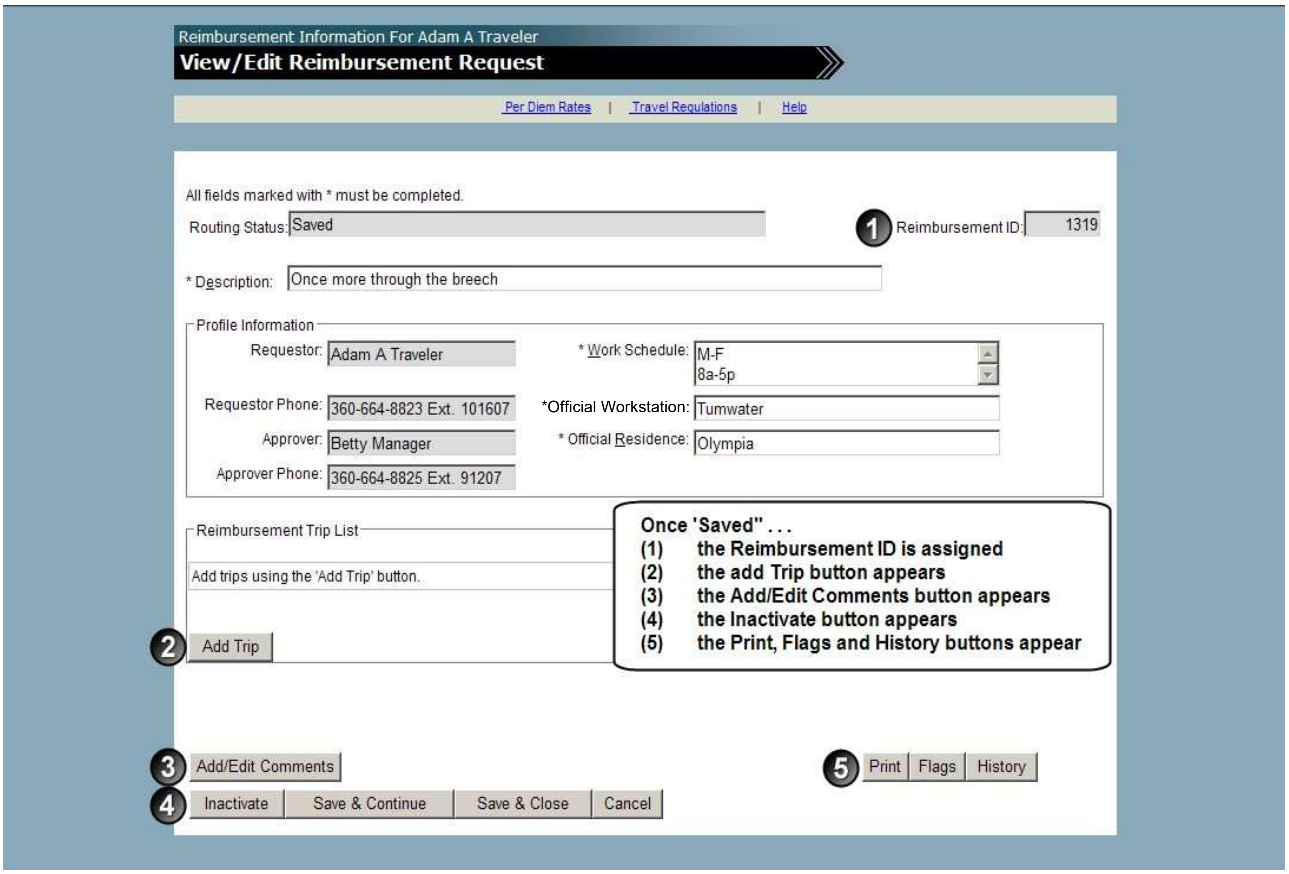
3) **Reimbursement Trip List:** lists trips currently attached to the reimbursement request. **A new reimbursement request will initially display "No Data Found" for this section until trips are added.**

After the user types an entry in the Description field (all other fields are **normally** prepopulated), one of the three processing options can be chosen:

A) **"Save & Continue"** - saves input and maintains current reimbursement request input screen for further action.
B) **"Save & Close"** – saves input and returns to previous screen.
C) **"Cancel"** – does not save input and returns to previous screen.

## Adding Trips to a Reimbursement Request

Once the reimbursement request is saved, the "**Routing Status"** field, **"Add Trip"** and **"Add/Edit Comments"** buttons are displayed. The Routing Status field is "Read Only" and cannot be manually changed on the reimbursement request.




Click the "**Add Trip**" button to attach trips to a reimbursement request. The following screen will appear:

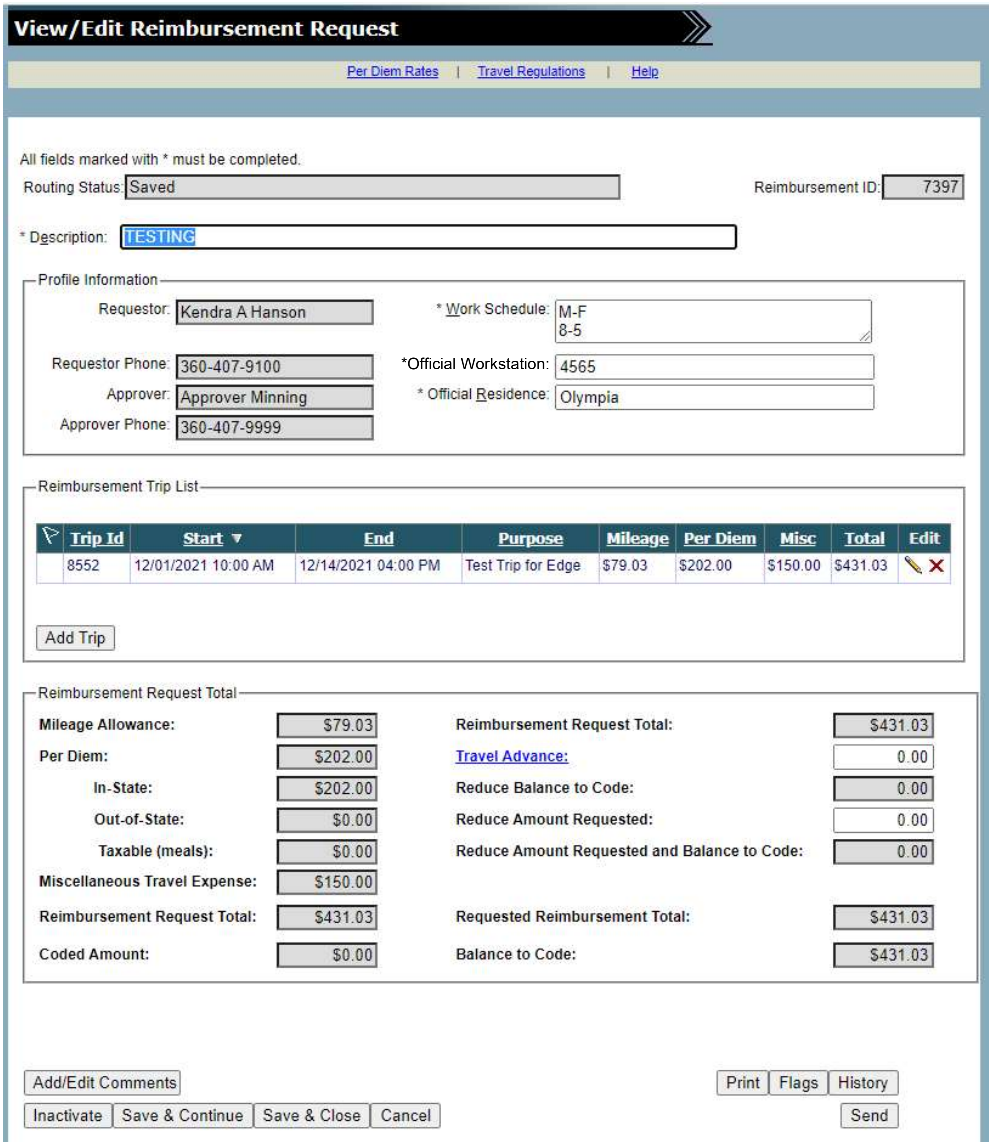

Choose the desired trip(s) to be attached to the Reimbursement Request:

- Individual trips can be selected by clicking the checkbox in the “Select All” column next to the desired trip.
- All trips can be selected by clicking the “Select All” box in the column header.

- A new trip may also be created from this screen by clicking on the “**Create a New Trip**” button at the bottom of the page. This will take you to the New Trip Screen. Once the new trip is created, it will be added to the trip list. It can then be selected and attached to the reimbursement request as described above.

Click the “**Attach**” button when trips are selected to attach the trip(s) to the Reimbursement request.

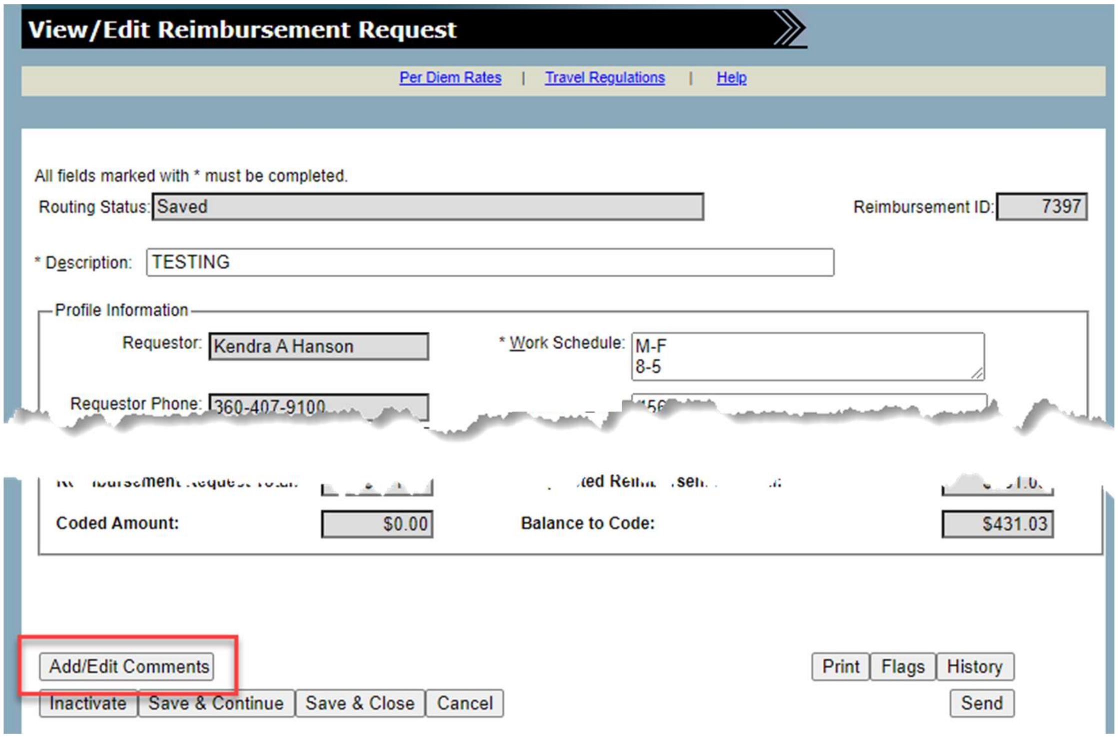
The View/Edit Reimbursement Request screen will now show the “Reimbursement Request Total” section:




**Reimbursement Request Total:** displays the expense component totals (Mileage Allowance, Per Diem, and Miscellaneous Travel Expense) as well as the reimbursement request total. **A new reimbursement request will display zeros for all amounts in this section until trips are added.**

Note: some agencies may have previously seen a "Transaction Detail Information" grid section on this screen. It is recommended agencies use the comments section for this information as the "Transaction Detail Information" grid is currently only available to users with the "Fiscal" Role.

## Adding Comments to a Reimbursement Request




Clicking the “**Add/Edit Comments**” button on the reimbursement request will open the View/Edit Reimbursement Comments input screen below.


Users can add new comments as well as edit or delete existing comments from this screen.

Existing comments will appear in the grid above the free-form input section. The grid includes the following data fields:

**“Date/Time”** - System generated timestamp of when the comment was created.

“**Comments”** - User inputted data. This is a required field.

**“Comments By” -** System generated value displaying the User ID of the individual creating the comment.

To add a new comment just type your comment in the free form comments field. When you have finished you may either **Save & Continue**, **Save & Close**, or **Cancel**. If you choose one of the save options a new comment line will appear on the screen.

> **"Save & Continue"** - saves input and maintains comments detail input screen for further input.
> **"Save & Close"** – saves input, and then returns to previous screen.
> **"Cancel"** – does not save input and then returns to previous screen.

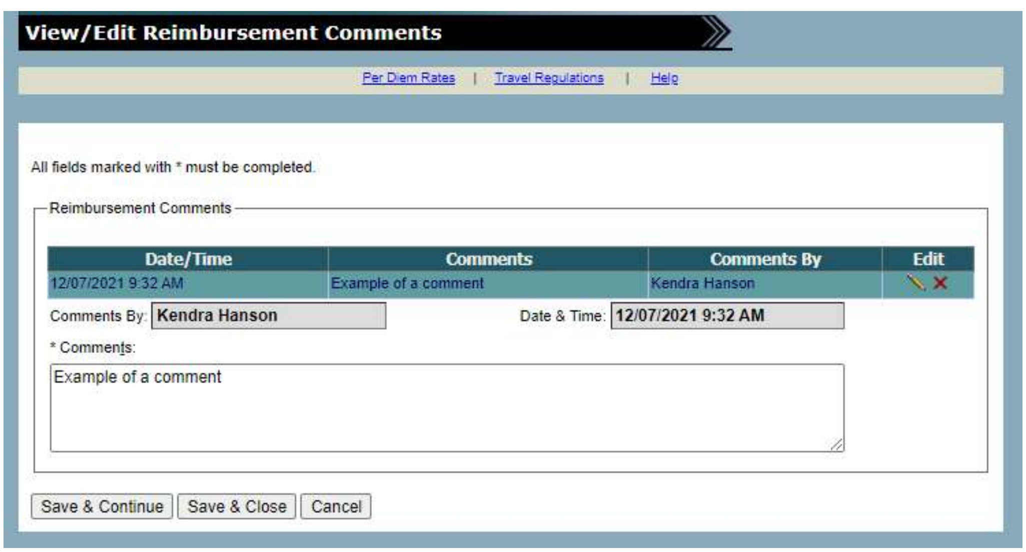
The new comment will appear in the "Reimbursement Comments" grid once it is saved.

## Edit Existing Comments

You can view comments any time, but you can only edit your comments until you have routed the Reimbursement Request. At that time, additional comments are added as new comment lines underneath the existing comment lines.

Click the "**pencil**" icon on the row of the "Reimbursement Comments" grid to modify the comment.


The detail input screen containing the chosen comment will appear as shown below.




The User can modify the comment as necessary. Existing comments cannot be modified once a reimbursement request is routed. The same three processing options as described earlier exist after the desired modifications are made: **"Save & Continue"**, **"Save & Close"** or **"Cancel"**.

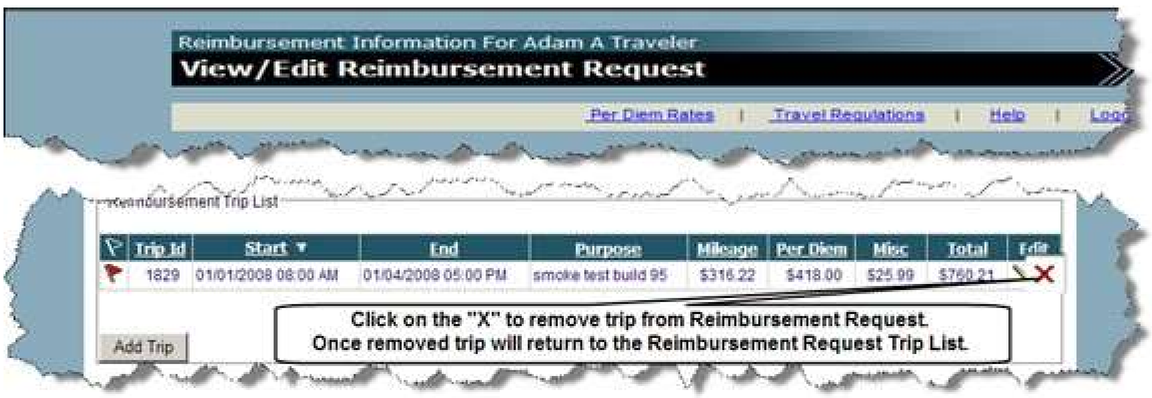
## Delete Existing Comments

Click the **"X"** icon on the row of the "Reimbursement Comments" grid to be deleted. The delete message window will appear to confirm the request.

Choose **"OK"** to continue the deletion or **"Cancel"** to stop. After the deletion, the comment will no longer appear in the grid. Existing comments cannot be deleted once a reimbursement request is routed.

## Removing Trips from a Reimbursement Request

Trips removed from a reimbursement request are placed back into the trip pick list. Trips are removed from the reimbursement request by clicking the **"X"** icon on the row of desired trip in the Reimbursement Trip List section. ***Trips can only be deleted from a Reimbursement Request before it has been routed.***

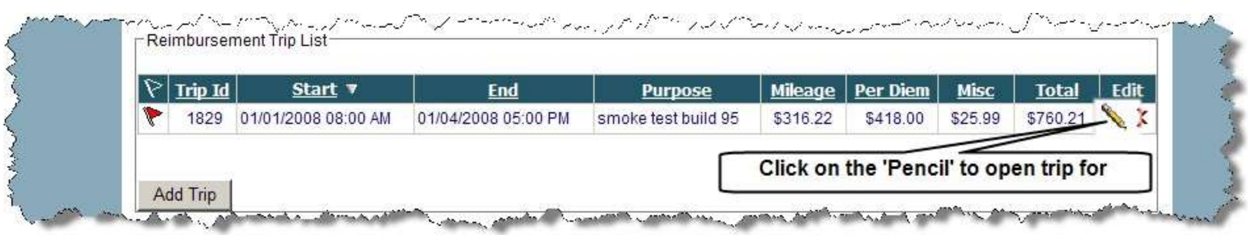



The system will generate the warning message confirming the request.

Choose **"OK"** to continue the removal or **"Cancel"** to stop. If the removal is continued, the system will automatically recalculate the balances in the Reimbursement Request Total section.

## Editing Trips from a Reimbursement Request

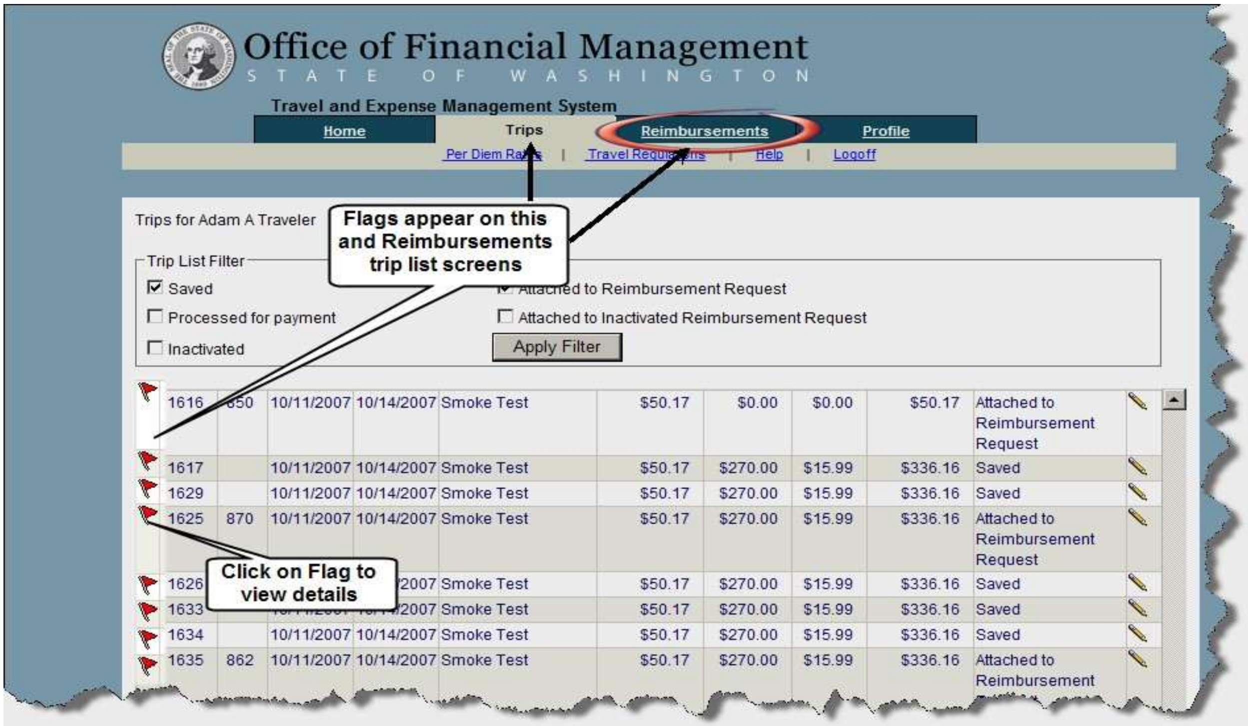
Trips can be edited by clicking the **"pencil"** icon on the row of the desired trip in the Reimbursement Trip List section.



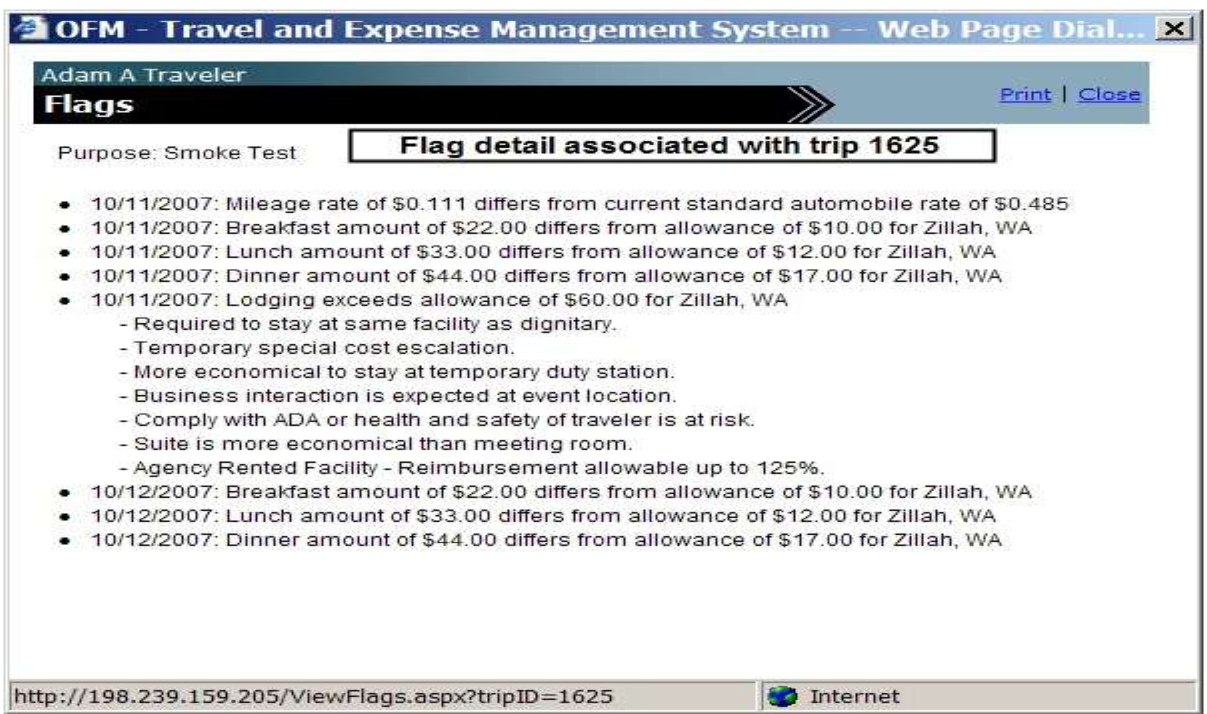

The system will open the trip for editing. Make any changes necessary to the trip then Click "**Save & Continue"** or "**Save & Close"** or "**Cancel**".

## Flags and Exceptions

Flags alert users of information entered that might require closer scrutiny. Flags are generated when travel information entered varies from system or business rules; or from both system and business rules. Flags are included on both trip list and reimbursement request list screens.



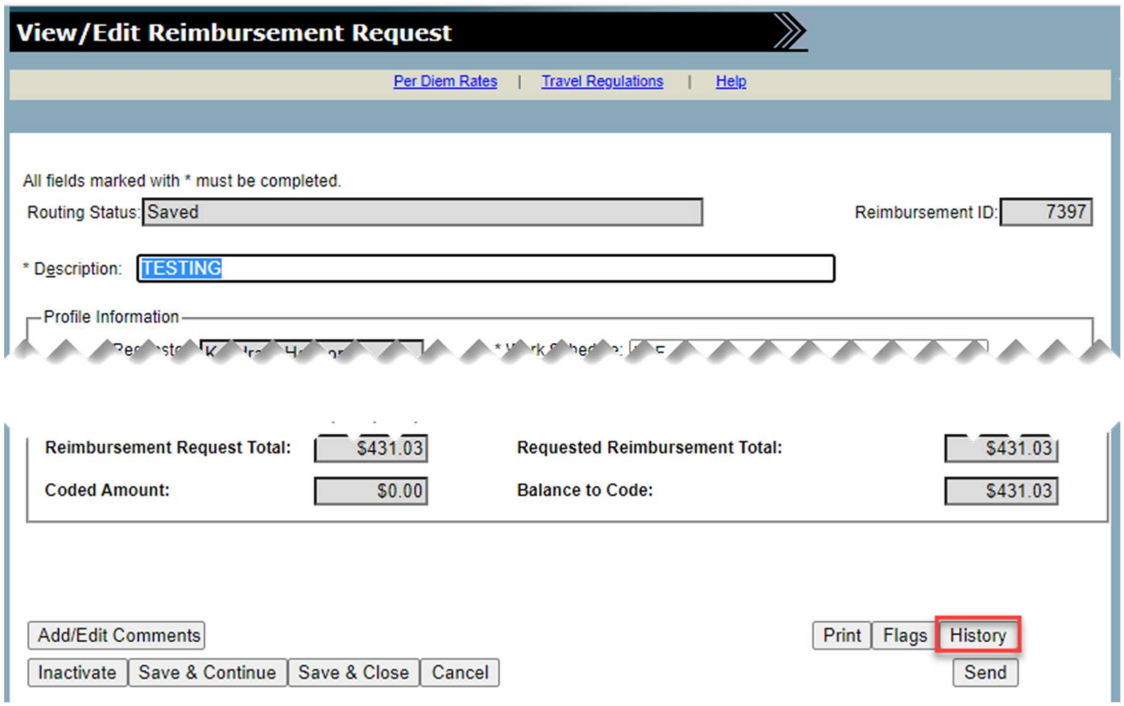

Click the flag on the row of the desired trip to view details. The following screen will appear displaying the exceptions.



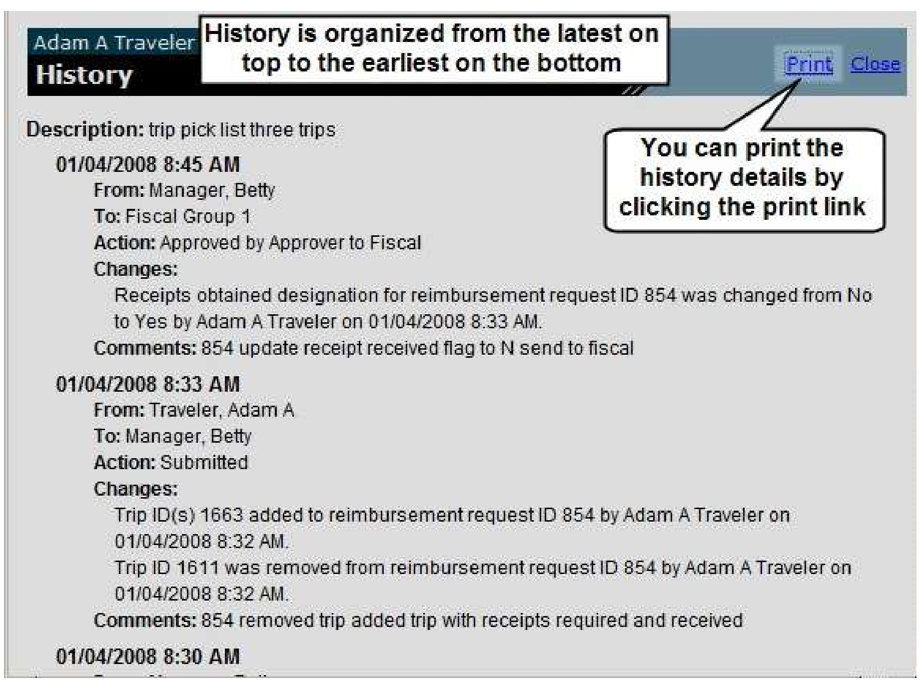

## Reimbursement Request History

TEMS maintains the history of a reimbursement request from its creation to the time it's processed for payment. The history is displayed in chronological order starting with the earliest at the bottom of the screen to the latest at the top.

History details may be accessed by clicking the “**History**” button on reimbursement request.



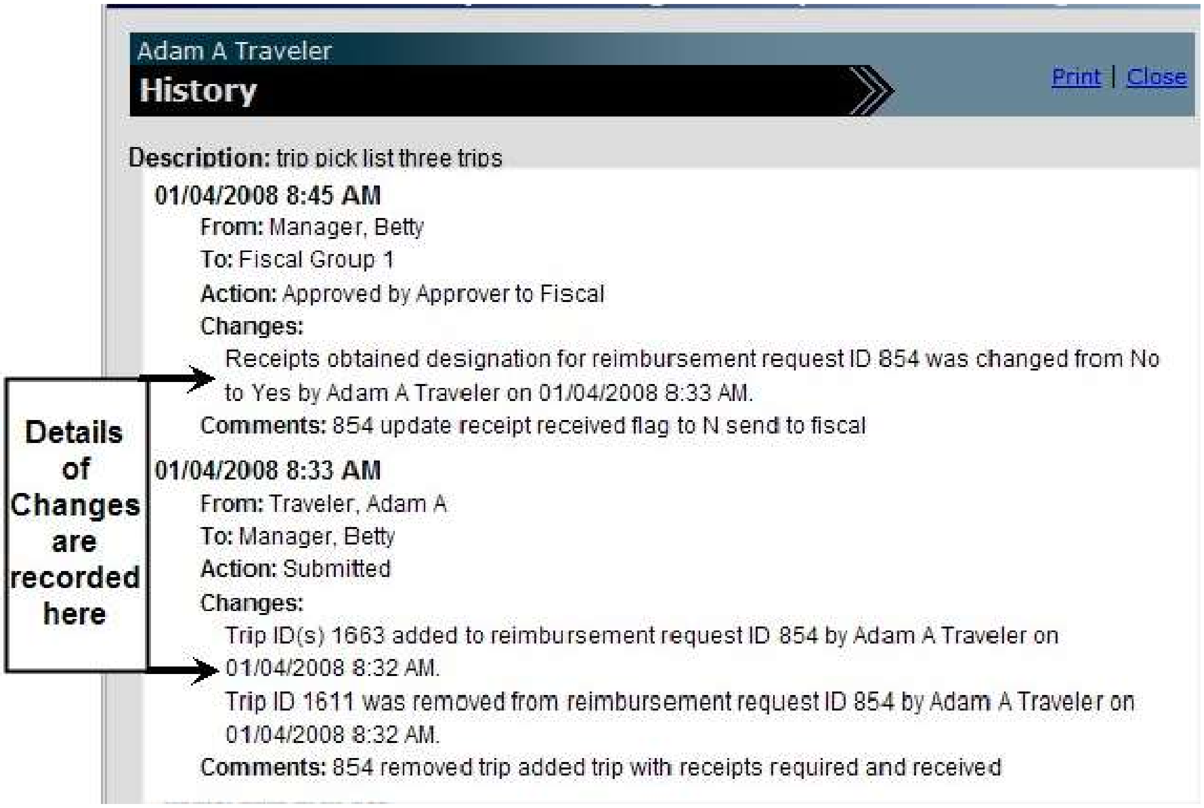

The History details will be displayed on the pop-up window displayed below.




The History details may even be printed by clicking the “Print” link. Click the “Close” link to close the History screen.

## Change Log

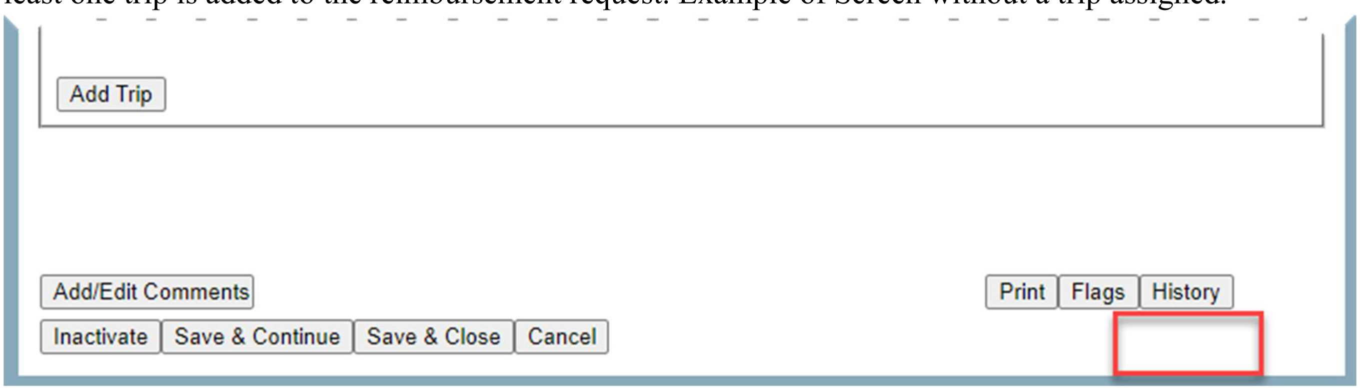
When modifications (additions, deletions, or changes) are made to reimbursement requests after their initial submission, the system will auto-generate details of the modifications as entries into History. These system generated entries will display what and when the changes occurred as well as who made the changes.



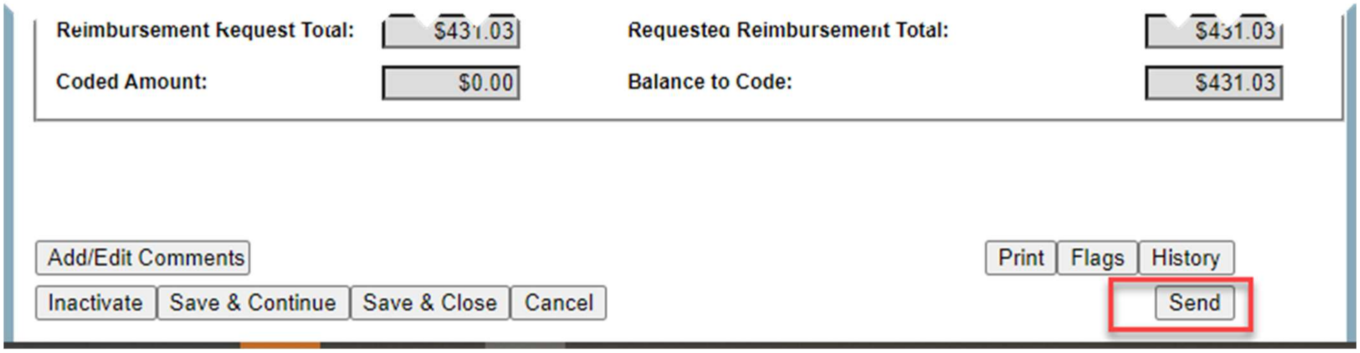

## Routing

### Requestor (To Approver)

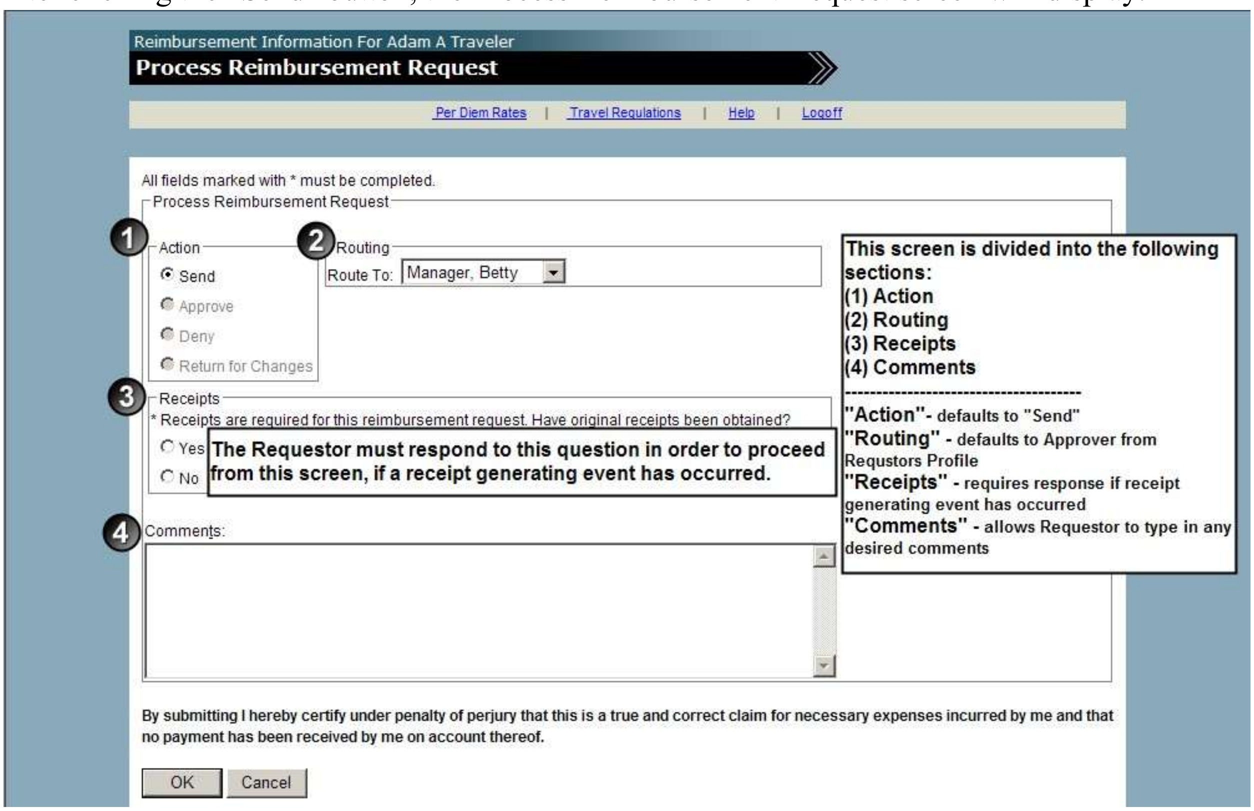
The reimbursement request routing process is initiated by clicking the "Send" button at the bottom of the View/Edit Reimbursement Request. The "Send" button does not appear until at least one trip is added to the reimbursement request. Example of Screen without a trip assigned.




Example with at least one trip assigned to reimbursement request.




After clicking the "Send" button, the Process Reimbursement Request screen will display.




The screen is divided into several sections:

1) **Action** defaults to "Send" when the reimbursement request is initially routed. All other actions are grayed-out.

2) **Routing** defaults to the Approver selected in the Requestor's profile. The Requestor also has the option of choosing another Approver from the drop-down list.

3) **Receipts** if a receipt generating event has occurred, (i.e. lodging); the Requestor must respond whether or not receipts were obtained. A "Yes" or "No" response must be checked to proceed from this screen. If a receipt generating event did not occur, the Receipts section will be grayed-out and the system will indicate that receipts are not required.

4) **Comments** allows the Requestor to type in any desired comments for the reimbursement request.

The Requestor responds to the desired sections above and clicks **"OK"** button to submit the reimbursement request to the chosen Approver. The system will generate an e-mail notification to the Approver that a reimbursement request was received and is waiting to be reviewed. **"Cancel"** button does not save any changes and returns the Requestor to the reimbursement request.

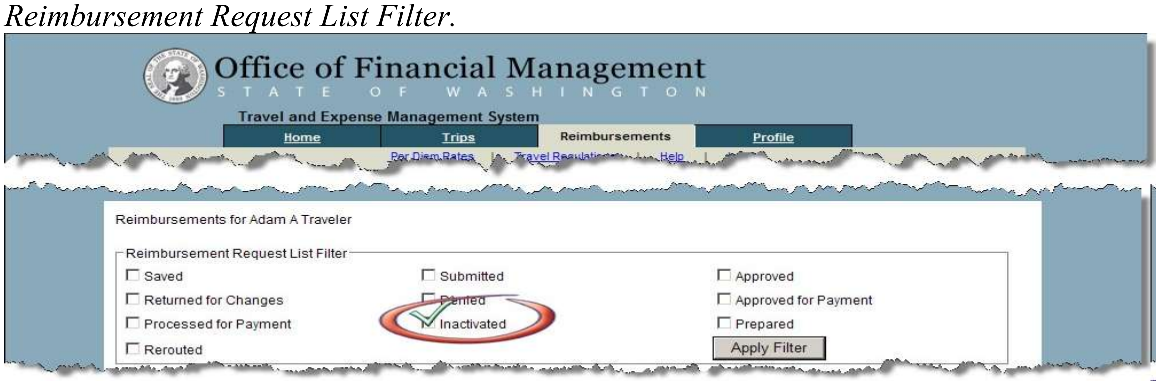
## Inactivating/Activating Reimbursement Requests

### Inactivating a Reimbursement Request

Click on the "Inactive" button in the lower left-hand corner of the screen to inactivate a reimbursement request. Only reimbursement requests with a "Saved" status can be inactivated. Reimbursement request owners (Requestors) can inactivate their own reimbursement requests. Preparers may also inactivate reimbursement requests they created for Requestors.

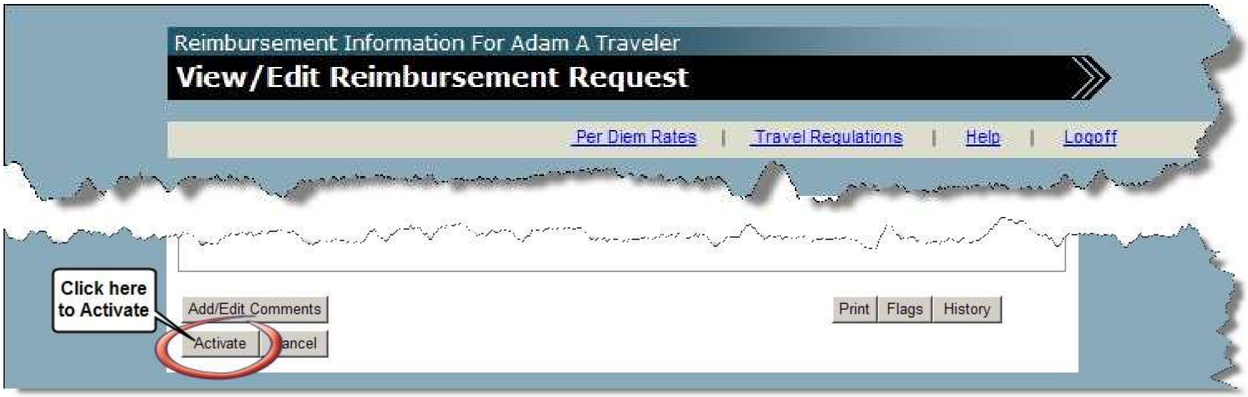

A message window will appear to confirm the request. Click "**OK"** to continue.

The reimbursement request and any attached trips will be assigned an "Inactivated" status. ***Note:*** *to find the Inactivated Reimbursement Requests use the "Inactivated" status from the Reimbursement Request List Filter.*



## Activating a Reimbursement Request

To activate an inactivated reimbursement request, just click on the "**Activate**" button located in the lower left-hand corner of the View/Edit Reimbursement Request screen.




A message window will appear to confirm the request.

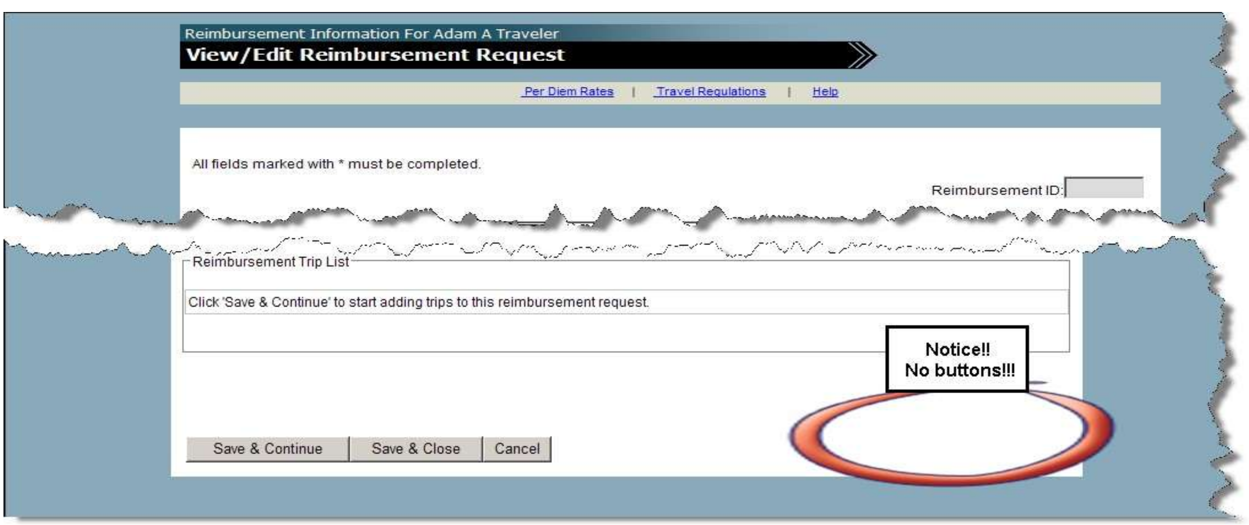
Click "**OK**" to continue.

The reimbursement request will be assigned to a "Saved" status.

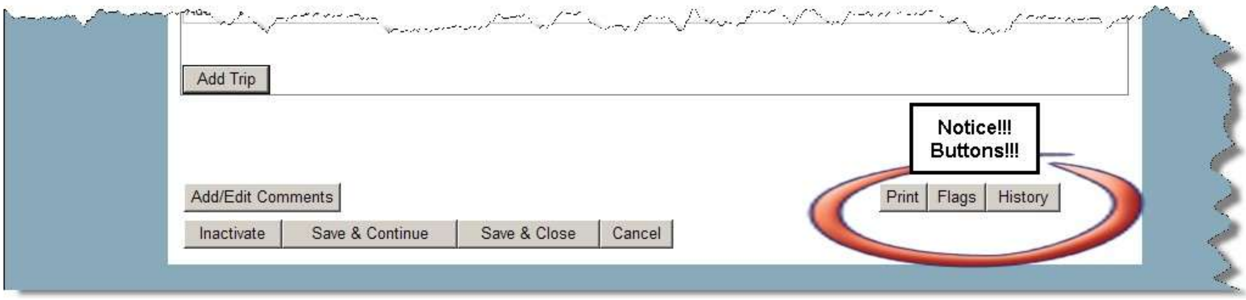
## Printing a Reimbursement Request

When a reimbursement request is initially saved, the "Print" button will display in the lower right corner.

Example: Reimbursement request prior to being saved.

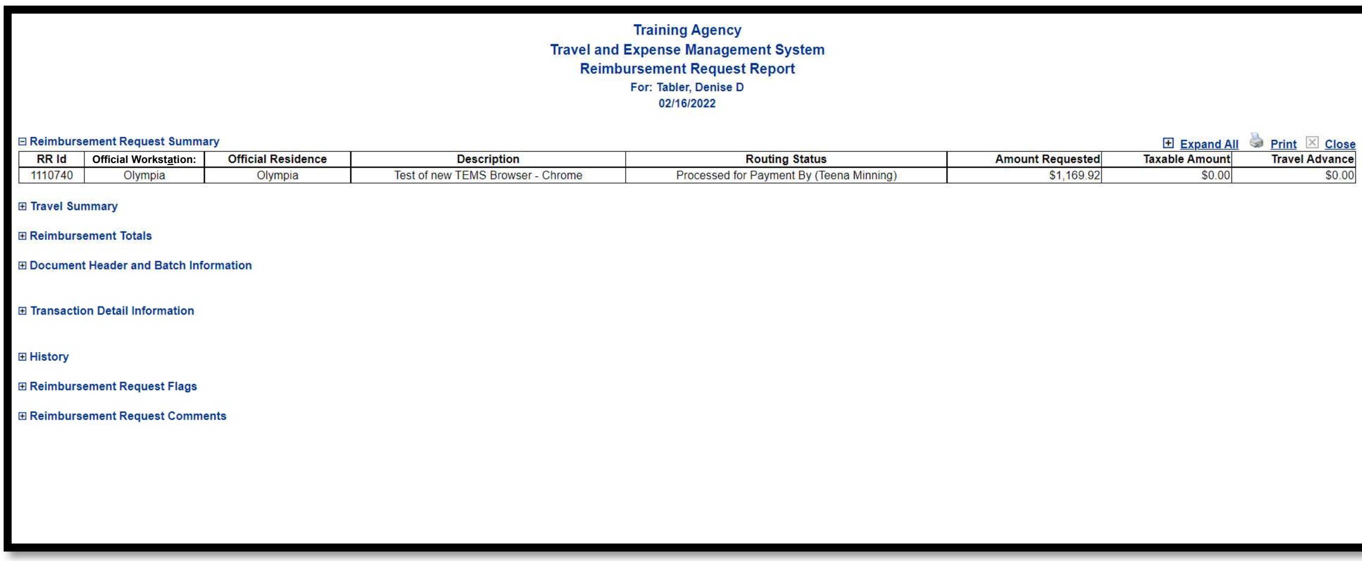


Example: Saved Reimbursement Request.




From this point, a reimbursement request may be printed regardless of its status.

When the “**Print**” button is clicked, a reimbursement request report will display as shown below.



Training Agency
Travel and Expense Management System
Reimbursement Request Report
For: Tabler, Denise D
02/16/2022

⊟ Reimbursement Request Summary

⊞ Expand All  Print  Close

| RR Id | Official Workstation: | Official Residence | Description | Routing Status | Amount Requested | Taxable Amount | Travel Advance |
|---|---|---|---|---|---|---|---|
| 1110740 | Olympia | Olympia | Test of new TEMS Browser - Chrome | Processed for Payment By (Teena Minning) | $1,169.92 | $0.00 | $0.00 |

⊞ Travel Summary

⊞ Reimbursement Totals

⊞ Document Header and Batch Information

⊞ Transaction Detail Information

⊞ History

⊞ Reimbursement Request Flags

⊞ Reimbursement Request Comments

The reimbursement request report is displayed in an expandable and collapsible format. By clicking on the desired section’s + sign, a user can tailor the report to print only the needed details. Clicking the “Expand All” option in the upper right corner will display all sections of the report. Once the desired sections are displayed, click the “Print” link on the Reimbursement Request Report to print the report.

Click the “**Close** “button to cancel the print option and return to the previous page.

## Check-in/Check-out

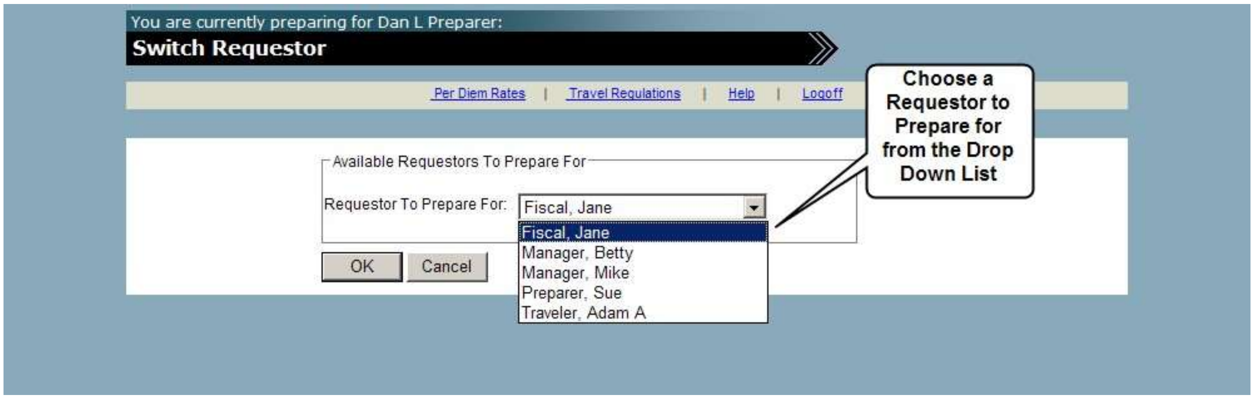
When a reimbursement request is in-use and is opened by someone else, the system will display a warning message at the top of the screen to the later individual.


If the same reimbursement request is opened by two individuals with edit capability then the second individual to open the reimbursement request will receive the following warning message. The message will indicate that the reimbursement request is "read only" and provide the name and phone number of the person who has it open.


## Preparer (Prepare Only)

A user (Preparer) who has been delegated authority to prepare trips and reimbursement requests for Requestors will have the "Switch Requestor" link available in the "Tasks" section of the Welcome screen.

The Preparer clicks the “Switch Traveler” link and screen below will display.




The Preparer chooses a Requestor to prepare for by selecting the desired name from the dropdown list by highlighting the name and then clicking the “**OK**” button. The system will display the Home Tab of the chosen Requestor.


The Preparer can now create and/or modify existing trips and reimbursement requests for the Requestor. The Preparer will only be able to send the reimbursement request to the Requestor.

Note: Preparer groups are only given prepare only authorization.

## Preparer (Prepare and Submit)

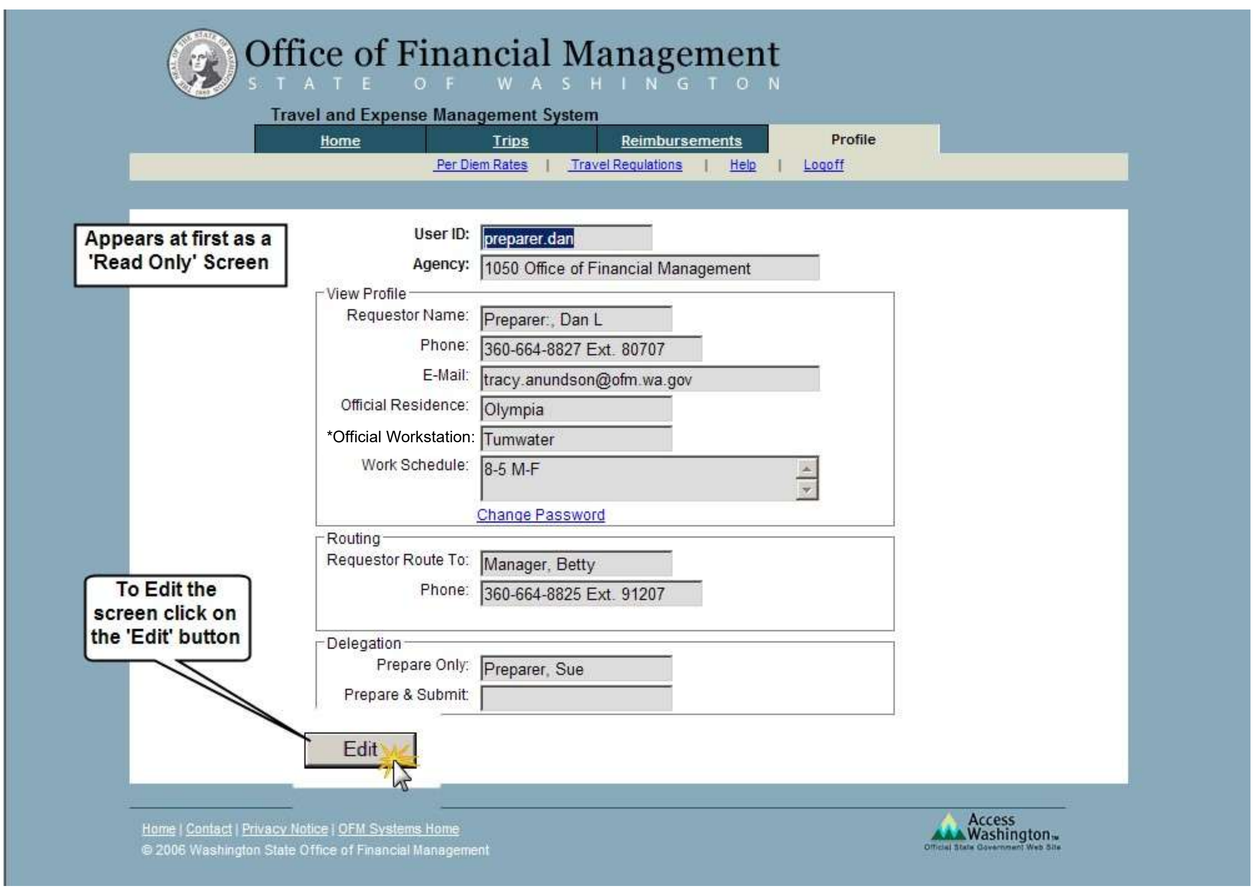
The procedures for a Preparer with prepare and submit authority is the same as a Preparer with prepare only authority with the exception of having the capability to submit the reimbursement request to the Requestor’s Approver (default routing option).

# Profile Tab

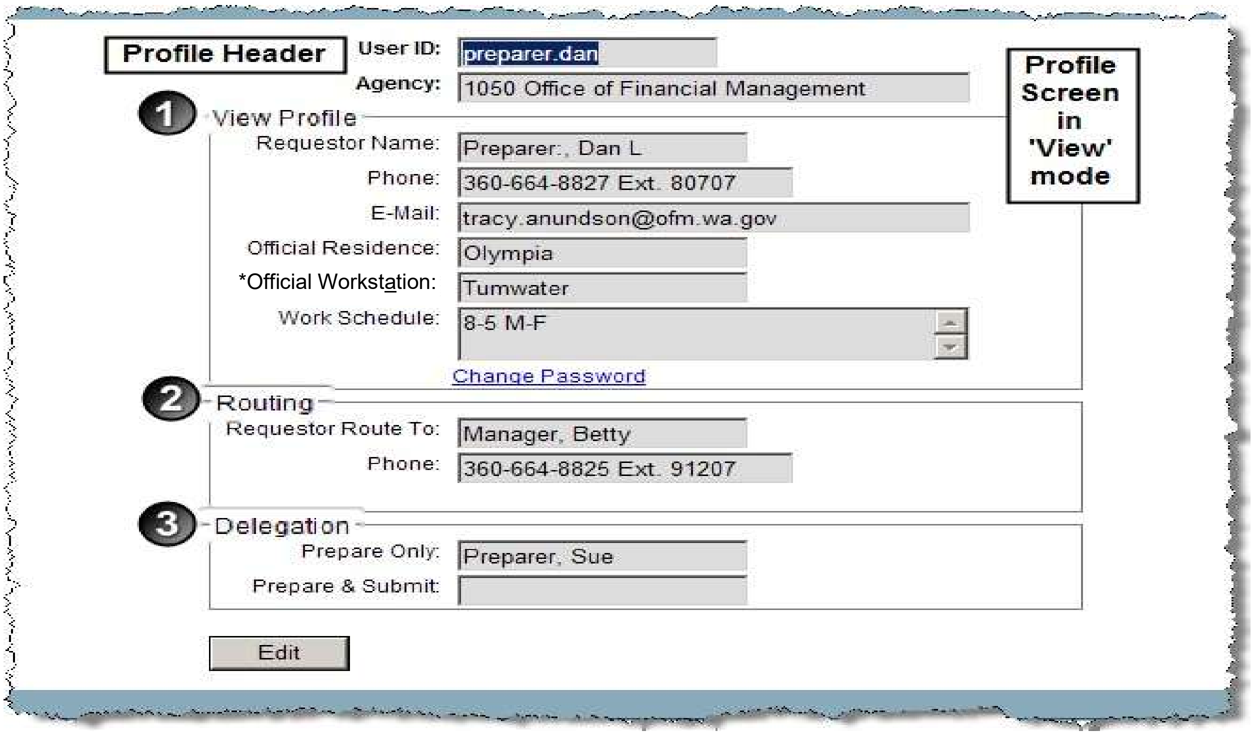
## Profile Information

The Profile contains specific information about the requestor that is helpful or required to process the reimbursement request.


Clicking either the "Change Your Profile" link on the Home tab or the "Profile" tab will display the screen below. The resulting screen displays in "read only" mode. The edit button is used to make modifications to the profile.



The profile screen is composed of several sections. The header of the profile displays the User ID and Agency of the requestor. The header is followed by three sections: View Profile, Routing, and Delegation.



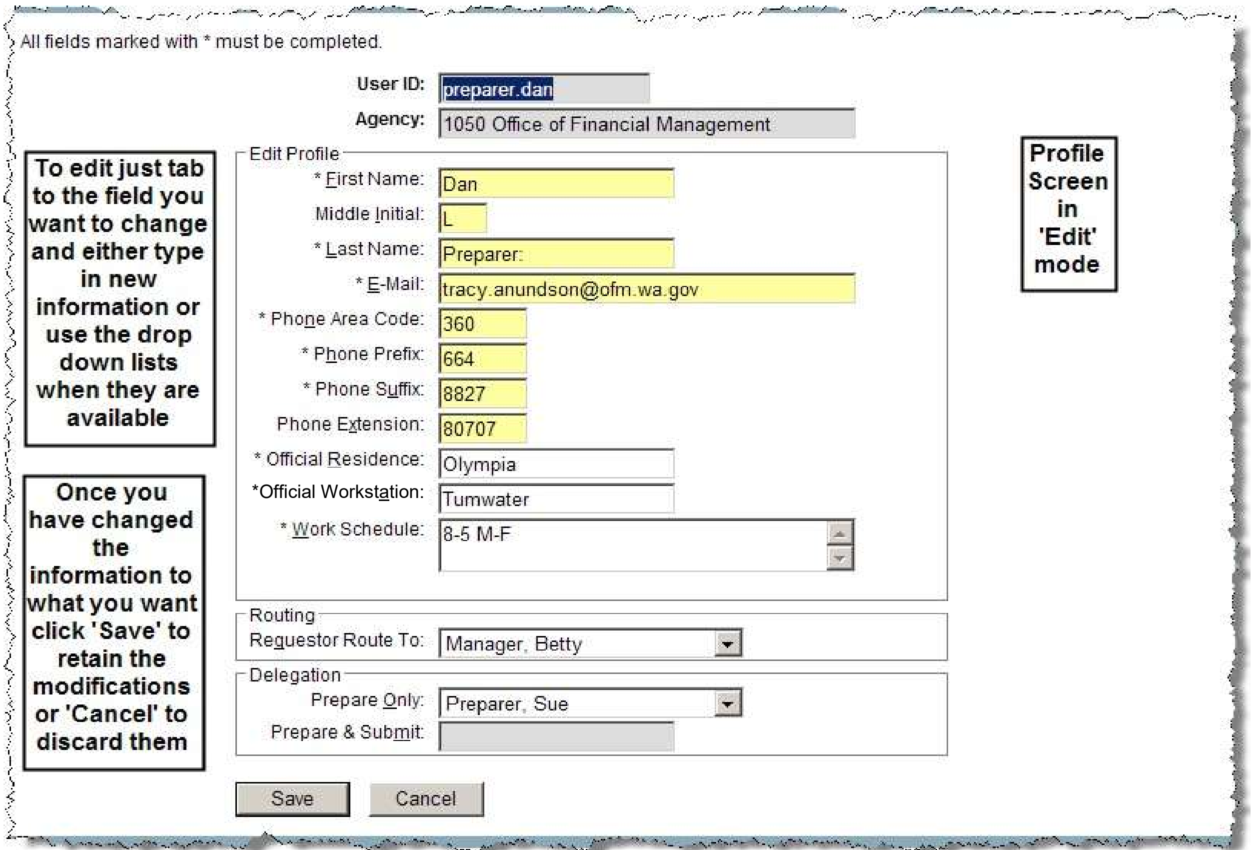

1) **View Profile** - displays requestor related information important to the processing of the reimbursement request. The users password may also be changed via the Requestor's profile by clicking on the "Change Password" link in the View Profile section. This will take the user to the "Change Password" screen.

2) **Routing** - displays the name and phone number of the default approver who will review the reimbursement request.

3) **Delegation** – displays the name of a user (if any) who has been given authorization to prepare (only) or prepare and submit reimbursement requests on the behalf of the requestor. Prepare and submit authorization will be given by the agency administrator

## Modifying Profile Information

The screen below will appear after clicking the edit button.




**Prepare & Submit** is activated via the Administrative Suite

The values in the profile may now be modified. Field names preceded by an asterisk are required entries. To modify an entry, simply tab into or place the cursor into the field to be modified and key in the value.

In the “Routing” section, a new default approver may be chosen by clicking the drop-down arrow and selecting the desired name.

A new preparer (only) may also be chosen by selecting the name from the drop-down in the “Delegation” section.

Click the “Save” button to retain the modifications or “Cancel” to discard them.

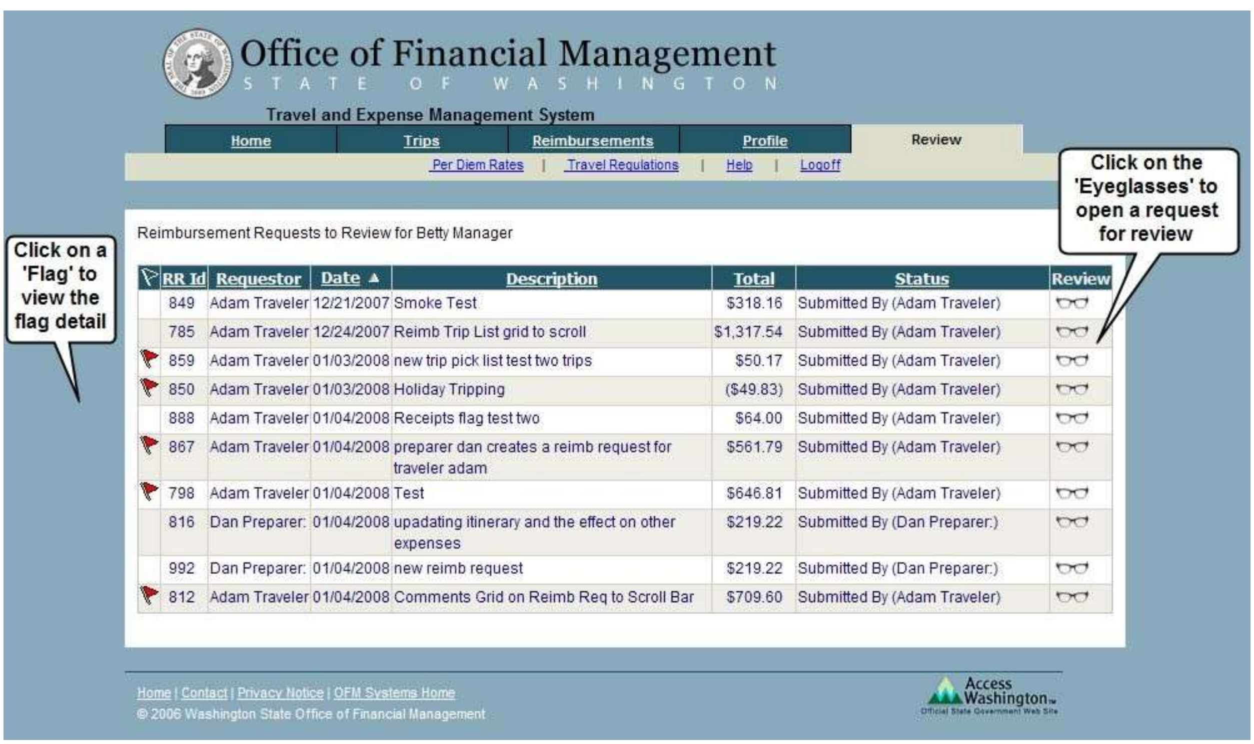
# Review Tab

The "Review" Tab is available to users who have the Approver role. It contains reimbursement request submitted to the Approver for review and processing.

## Reviewing a Reimbursement Request (Approver)

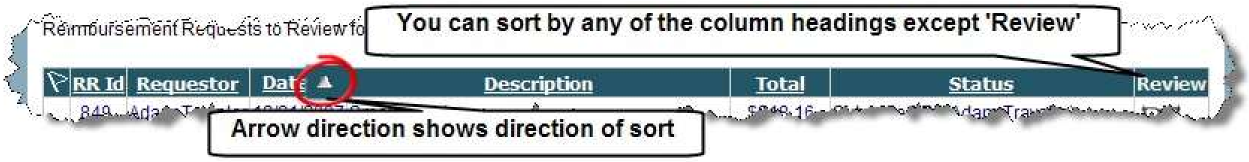
The "For Review" Tab and "Switch Approver" link are available to users who have the approver role. The "For Review" tab contains reimbursement requests submitted to the Approver for processing. The Switch Approver link is used to review reimbursement requests on the behalf of another Approver.


Clicking the "**Review**" tab will open the following screen.



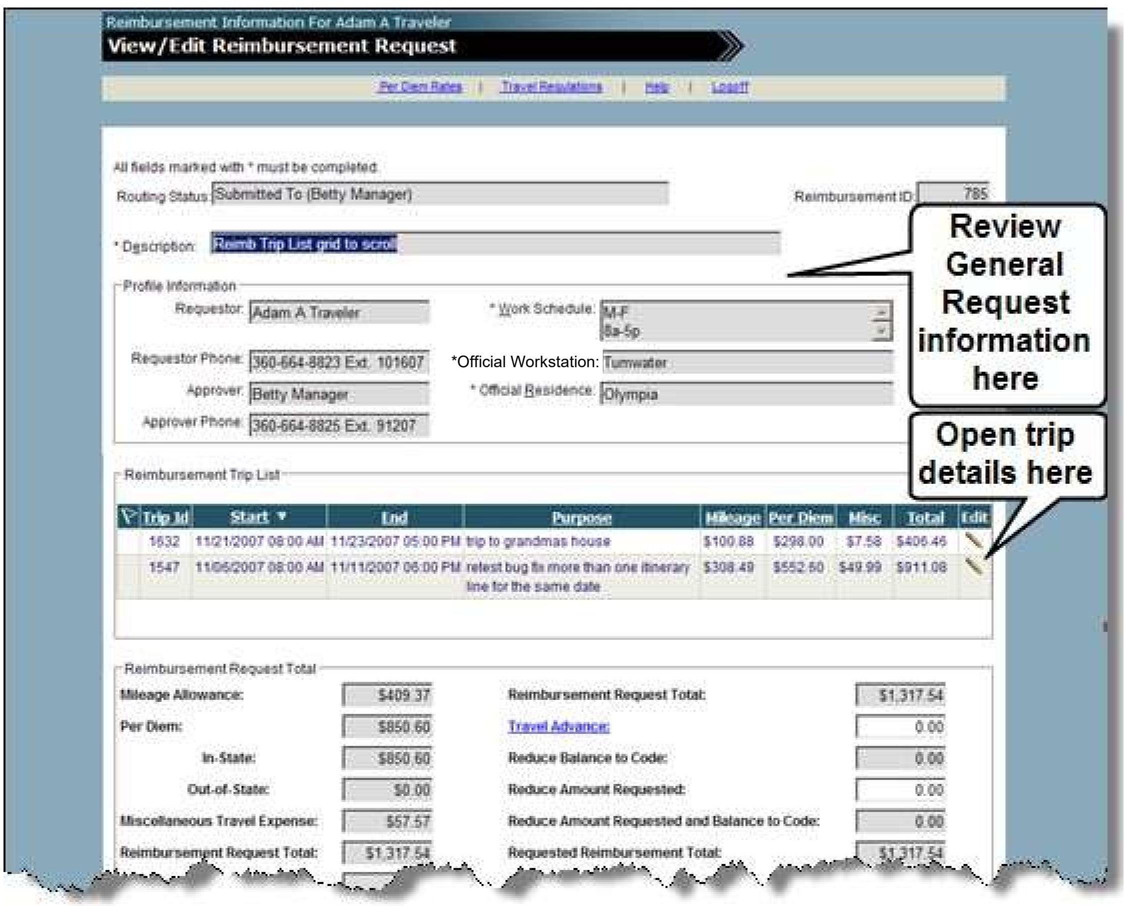

| Flag | RR Id | Requestor | Date ▲ | Description | Total | Status | Review |
|---|---|---|---|---|---|---|---|
| | 849 | Adam Traveler | 12/21/2007 | Smoke Test | $318.16 | Submitted By (Adam Traveler) | |
| | 785 | Adam Traveler | 12/24/2007 | Reimb Trip List grid to scroll | $1,317.54 | Submitted By (Adam Traveler) | |
| | 859 | Adam Traveler | 01/03/2008 | new trip pick list test two trips | $50.17 | Submitted By (Adam Traveler) | |
| | 850 | Adam Traveler | 01/03/2008 | Holiday Tripping | ($49.83) | Submitted By (Adam Traveler) | |
| | 888 | Adam Traveler | 01/04/2008 | Receipts flag test two | $64.00 | Submitted By (Adam Traveler) | |
| | 867 | Adam Traveler | 01/04/2008 | preparer dan creates a reimb request for traveler adam | $561.79 | Submitted By (Adam Traveler) | |
| | 798 | Adam Traveler | 01/04/2008 | Test | $646.81 | Submitted By (Adam Traveler) | |
| | 816 | Dan Preparer: | 01/04/2008 | upadating itinerary and the effect on other expenses | $219.22 | Submitted By (Dan Preparer:) | |
| | 992 | Dan Preparer: | 01/04/2008 | new reimb request | $219.22 | Submitted By (Dan Preparer:) | |
| | 812 | Adam Traveler | 01/04/2008 | Comments Grid on Reimb Req to Scroll Bar | $709.60 | Submitted By (Adam Traveler) | |

This screen displays reimbursement requests submitted to the approver for review from various requestors (if applicable). This list can be sorted by any of the column headings except "Review".

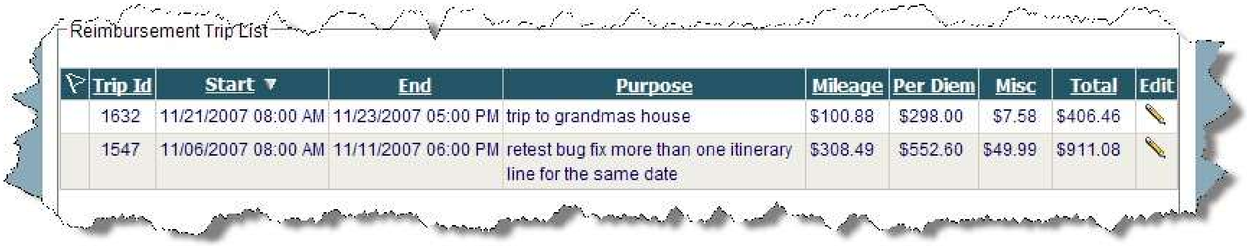



The default sort order is by the **"Date"** column. To initiate a different sort, click on the desired column heading, i.e. clicking on **"Total"** will sort the entire trip list by the "Total" column in ascending order. Clicking "Total" again will reverse the sort to descending order.

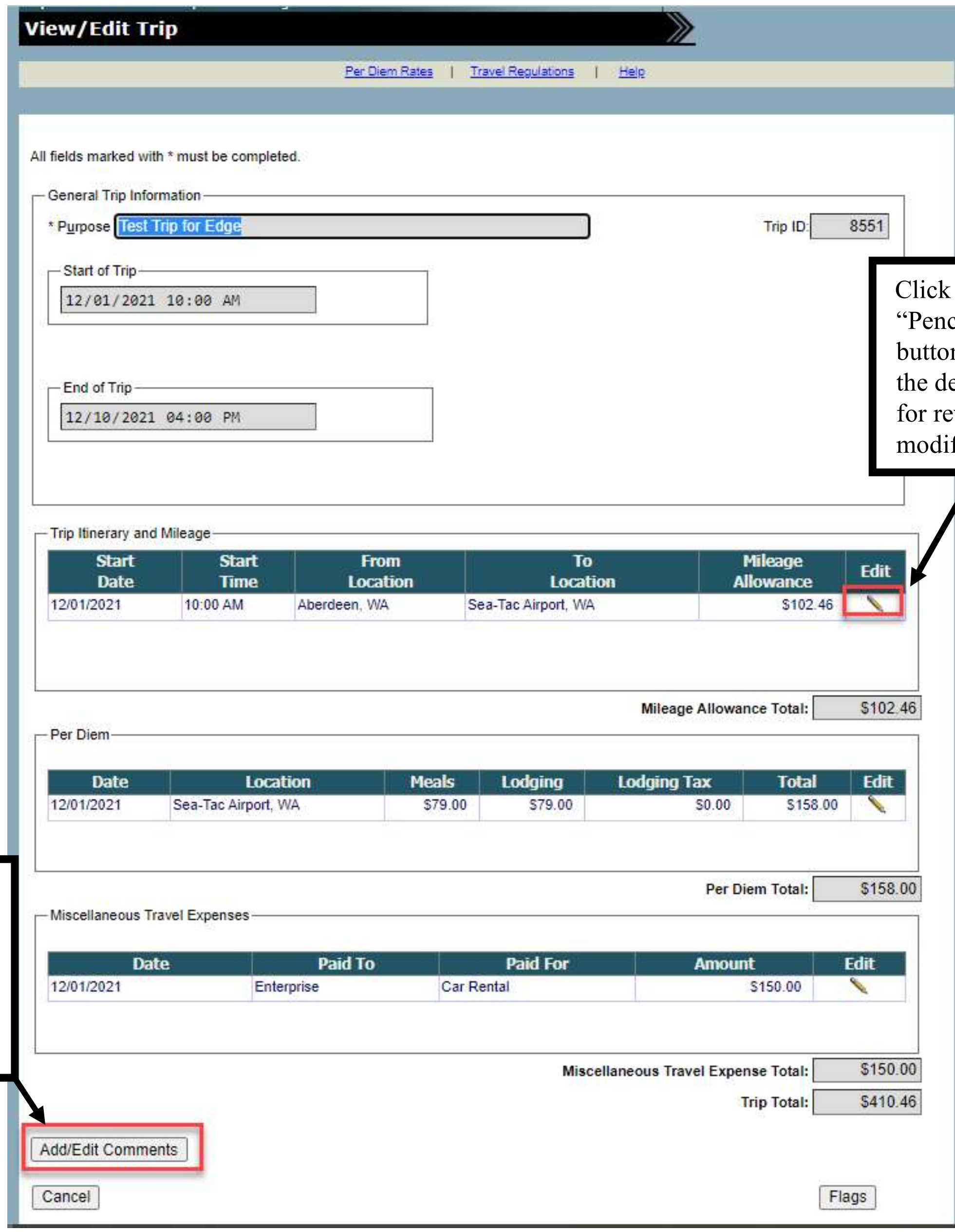
Click the "**eyeglasses**" icon of the desired reimbursement request to open it from the list. The view/edit reimbursement request will be displayed as shown below.




From this screen, the approver can review reimbursement request related details as well access trip details. Trips are accessed by clicking the "**pencil**" icon of the desired trip within the "Reimbursement Trip List" section of the View/Edit Reimbursement Request screen.




The selected trip will open as shown below. Various components of the trip can be accessed by clicking the desired icon or button.




Click on the "Pencil" button to open the detail line for review and modification.

Click on the "Add/Edit Comments" button to view or add trip comments.

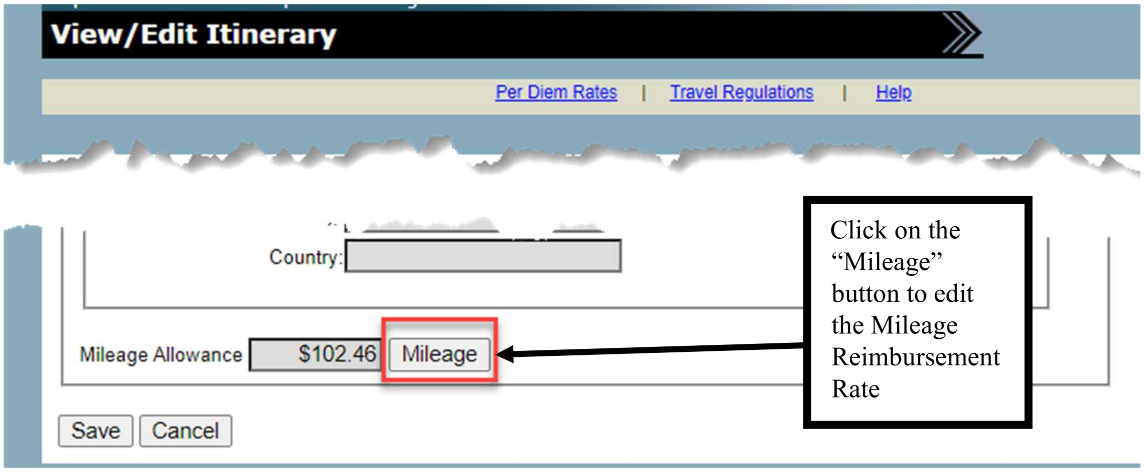
## Suggested Review Steps:

1. Review the Flags to assess situations called to your attention by TEMS.
2. Review the dates, destinations, and purpose of each trip. Was the Requestor expected to be conducting business at the destinations listed on those days for that purpose?
3. Review the full text of the trip purpose.
4. Review the work schedule against the time of travel to determine whether the Requestor is entitled to reimbursement of meals. TEMS does not automatically determine eligibility for meals. State travel regulations can be reviewed at the OFM web site.
5. Review the Requestor's residence and work locations against their destinations to determine whether they are entitled to any lodging reimbursement. State regulations generally prohibit overnight stays which are less than 50 miles from a residence or work location. TEMS does not automatically determine eligibility for lodging within 50 miles. State travel regulations can be reviewed at the OFM web site.
6. Review the meal and lodging expenses. Consider whether there were any flags listed for this reimbursement request back at the "Review" tab. TEMS will provide standard meal rates for many in-state destinations. Reimbursement requests with unknown destinations and unknown per diem rates will be flagged.
7. Review any IRS taxable amounts**.** The detail for taxable meals is recorded within the Per Diem box. If you believe the Requestor is incorrect in their identification of taxable meals, you can make the correction and TEMS will document the change within the comments section when sending the reimbursement request. Another alternative is to return the reimbursement request back to the Requestor for changes.
8. Review mileage expenses claimed for use of a privately owned vehicle**.** Review the mileage claimed for reasonableness. TEMS provides point-to point mileage for many instate destinations as assistance to the Requestor. The Requestor may claim actual odometer mileage. Regulations exist regarding mileage claimed from a work location or a residence. TEMS does not automatically determine whether to use mileage from a work location or a residence. State travel regulations can be reviewed at the OFM web site. If mileage reimbursement rates are in error, Approvers can make the necessary corrections and forward to fiscal for processing or return the reimbursement request back to the Requestor for correction.
9. Review Miscellaneous Travel Expenses. State regulations regarding allowable miscellaneous travel expenses can be reviewed at the OFM web site.
10. Review the Travel Advance amount. TEMS does not automatically keep track of travel advances and remaining balances. Confirm any travel advance amount according to your office procedures.

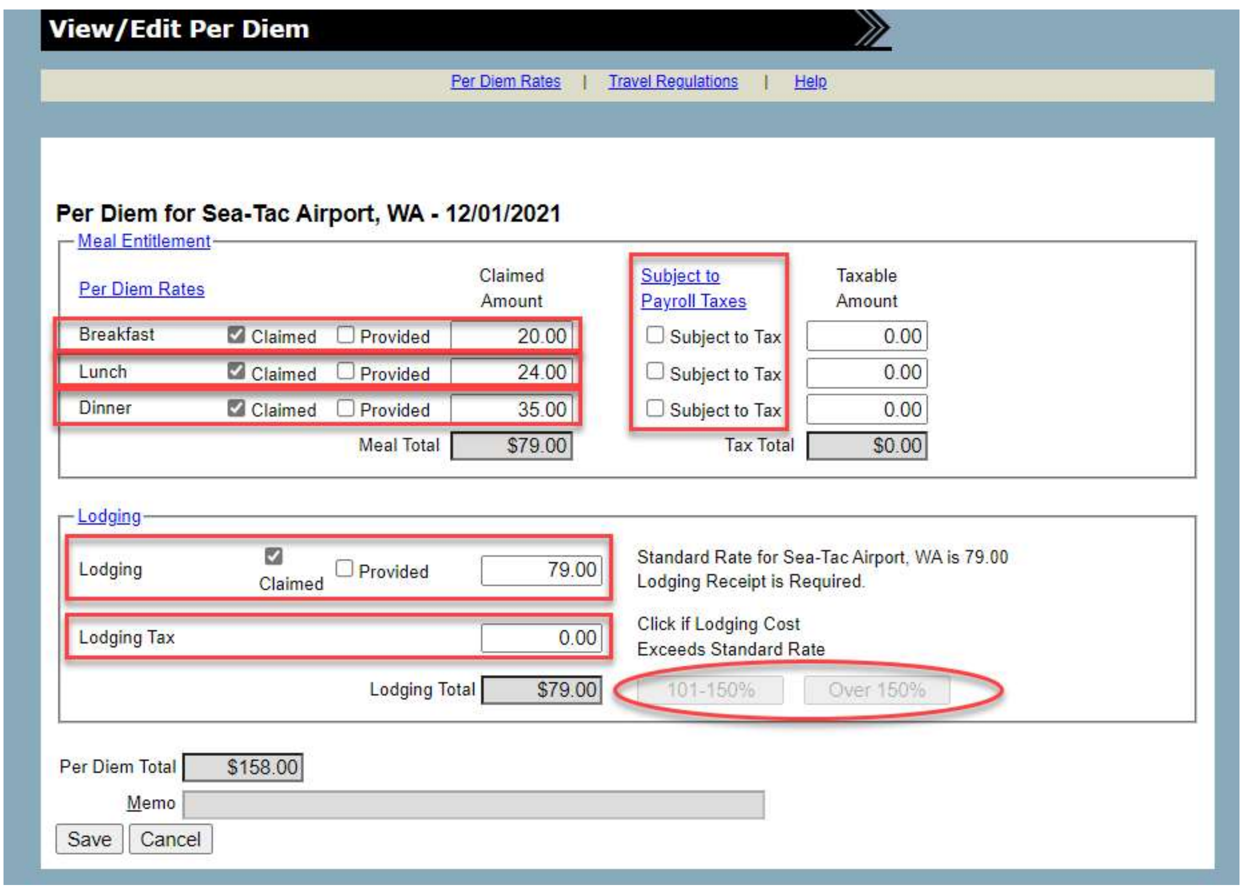
## Modifying Trip and Reimbursement Request Data (Approver)

An Approver may modify entries to any of the following fields of a **trip**:

- Mileage Reimbursement Rate

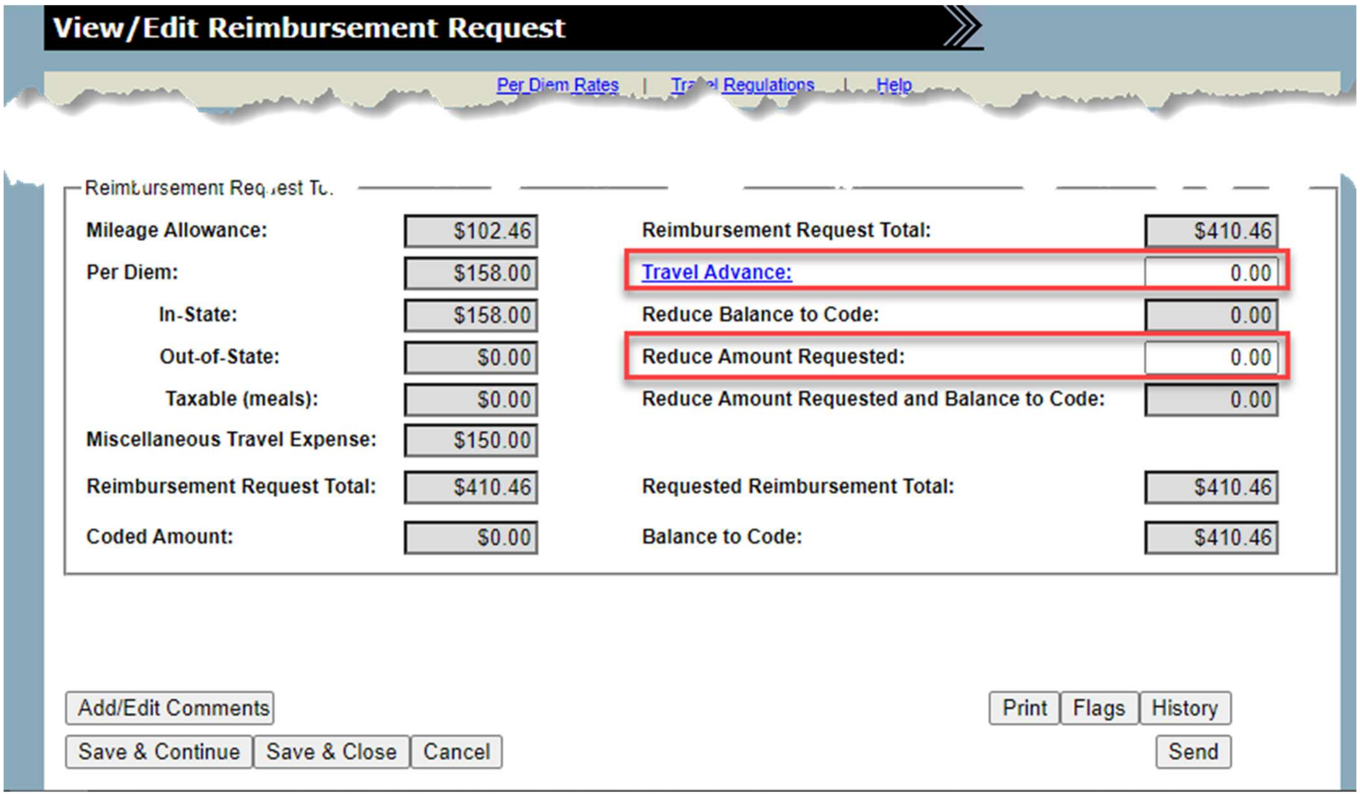



- Breakfast Amount
- Lunch Amount
- Dinner Amount
- Taxable Meal Designation
- Lodging
- Lodging Tax
- Lodging Exceptions

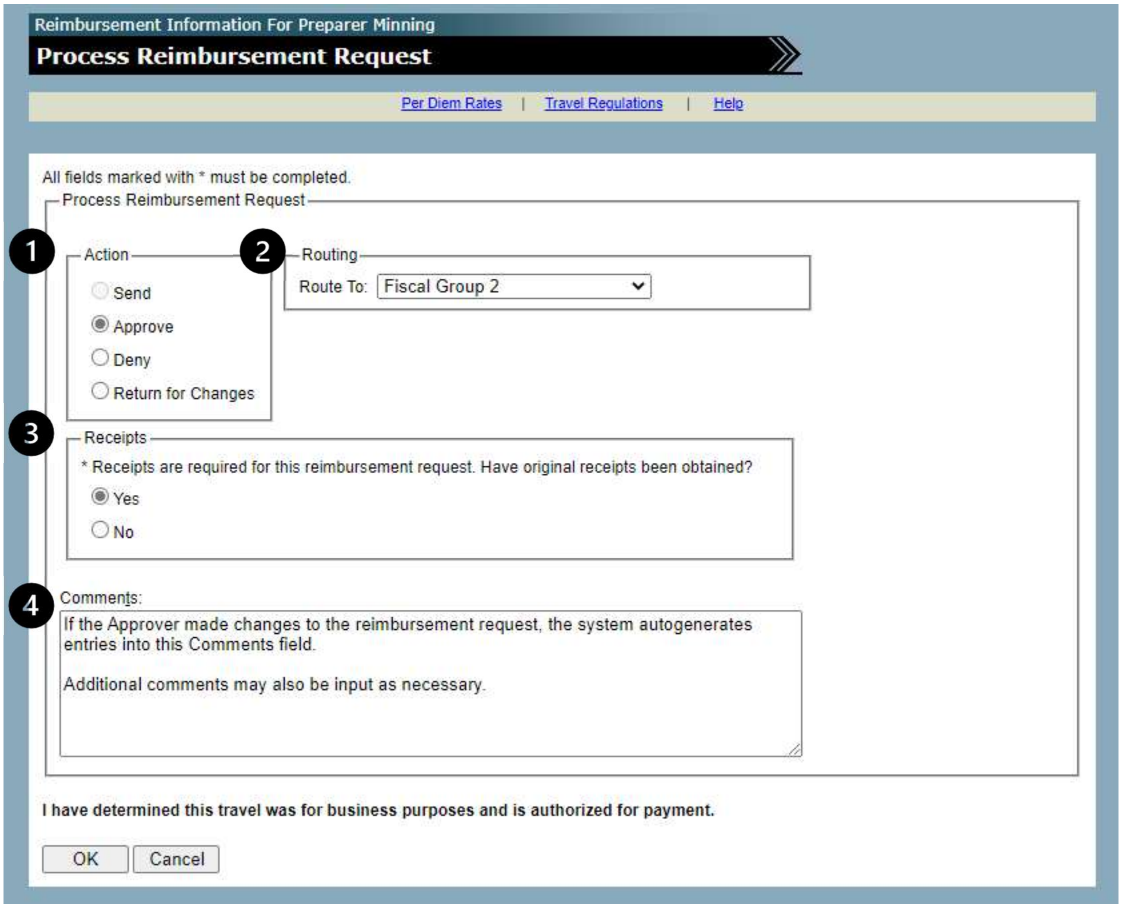


An Approver may also modify entries to any of the following fields of a **reimbursement request**:

- Travel Advance
- Reduce Amount Requested




Once the reimbursement request has been reviewed, the Approver may submit it by clicking the "**Send**" button. This opens the "Process Reimbursement Request" screen.




The **Process Reimbursement Request** screen is divided into several sections:

**1) "Action"** – Of the four options listed the Approver can take action on three:

- **Approve** - the reimbursement request is approved as is or with approver modifications and is ready to be sent to the next processing step, normally fiscal or another possibly another Approver.

- **Deny** - the reimbursement request is not approved and routed back to the Requestor. A reason for the denial should be entered in the "Comments" section. The "Route To" drop-down list is grayed-out and the requestor's name is automatically selected.

- **Return for Changes** - the reimbursement request requires modifications before the Approver will approve it. An explanation of the necessary changes should be entered in the "Comments" section. The reimbursement request is routed back to the Requestor or another Approver.

- The **Send** option is grayed-out and is not an option to the Approver.

2) **"Routing"** defaults to Fiscal or possibly another Approver based on the selection in the Approver's profile. The Approver also has the option of choosing another Approver from the drop-down list. The default routing option changes based on the action option chosen.

**Action options and their corresponding routing defaults are:**

| **Action** | **Route To (Default)** |
|---|---|
| Approve | Fiscal or Approver (Another Approver can be chosen from the drop-down list) |
| Deny | Requestor |
| Return for Changes | Requestor (Other options can be chosen from the drop-down list) |

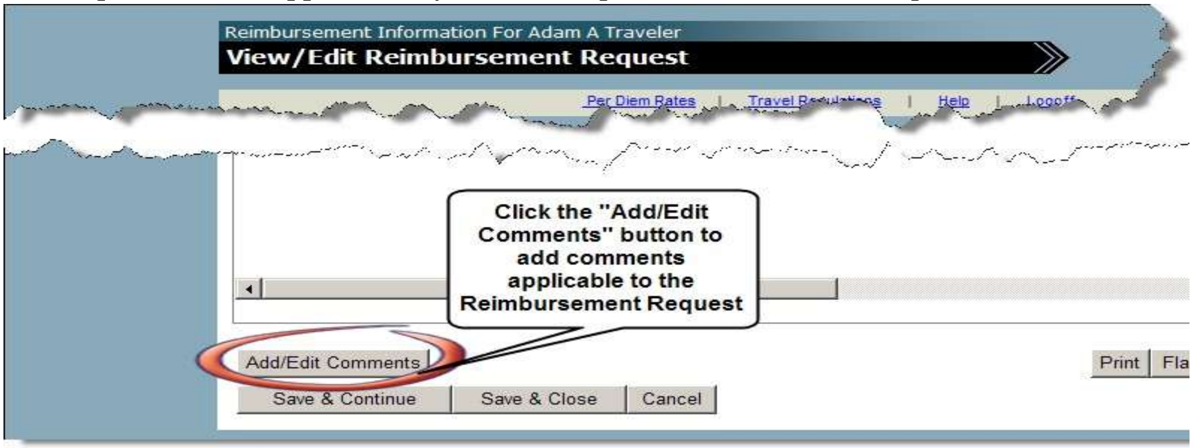
3) **"Receipts"** defaults to the selection chosen by the requestor. ***Note: this field is also available for the approver to adjust.***

4) **"Comments"** allows the Approver to type in any desired comments for the reimbursement request. Use of the Comments section is highly recommended when the Deny or Return for Changes action options are selected. If an Approver made any changes to the reimbursement request, the system will display them in the Comments screen.

The Approver clicks **"OK"** to route the reimbursement request to Fiscal, an Approver, or another chosen Approver. The system will generate an e-mail notification based on the action option to the Requestor from the Approver (Refer to Appendix A). The body of the e-mail will display system generated entries resulting from changes made by the Approver as well as comments any made by the Approver. **"Cancel"** does not save any changes and returns the Requestor to the reimbursement request being reviewed.

## Adding Comments (Approver)

An Approver may view trip and reimbursement request comments made by others during the review process. An Approver may also add trip and reimbursement request comments.

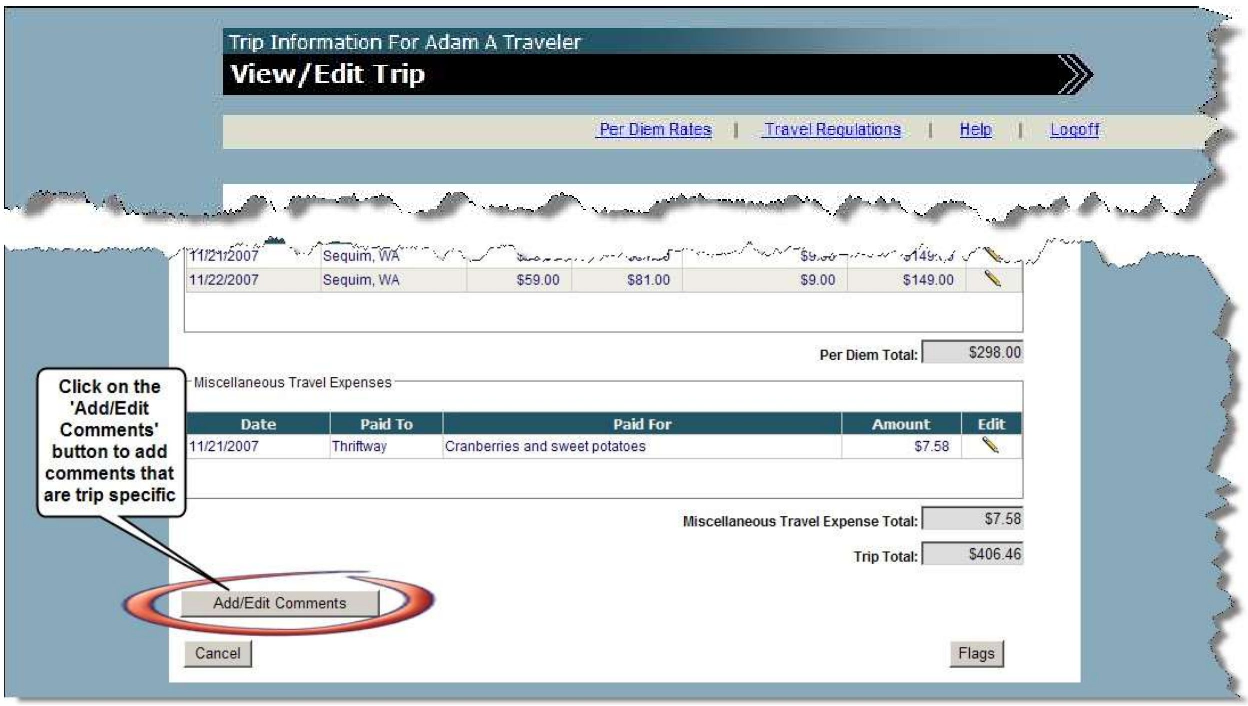


## Reimbursement Request Comments

Relate to information displayed or contained in the reimbursement request. This might include comments regarding data within the "Profile Information" or "Reimbursement Request Total" sections, or data displayed on the "Flags" and "History" screens of the reimbursement request, or responses to comments previously made by others. Comments made on the "Process Reimbursement Request" screen are also displayed as reimbursement request comments.

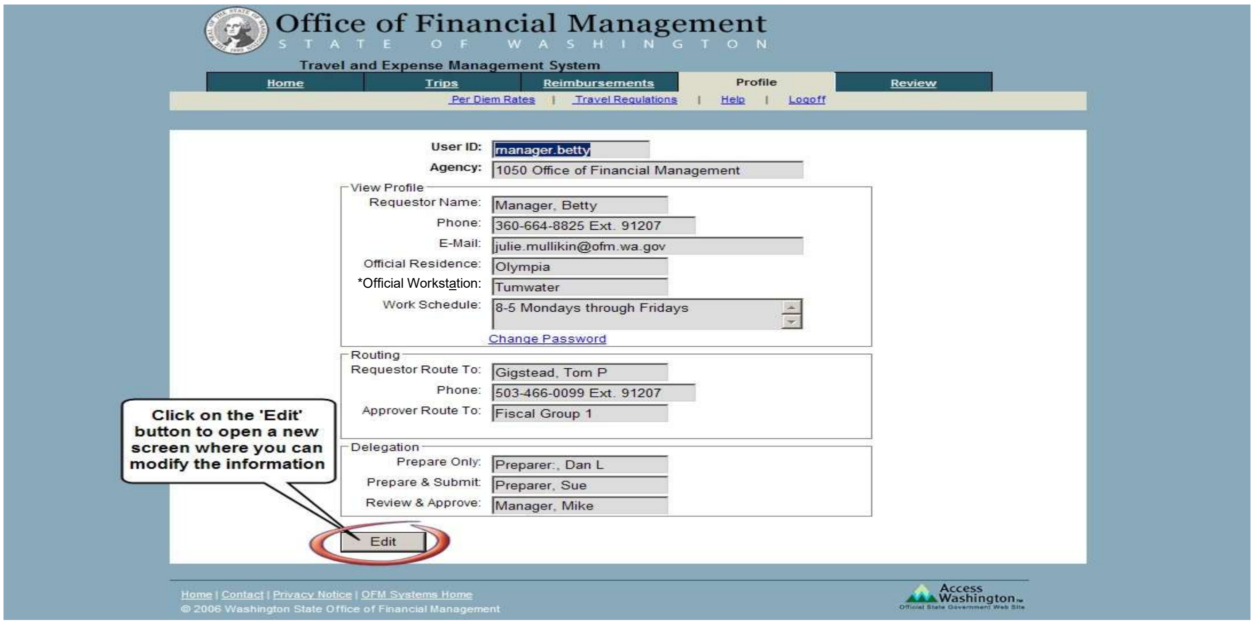
## Trip Comments

Relate to specific trips attached to the reimbursement request. The desired trip is opened and the comment is made directly to the trip. Trip comments might contain information regarding: itinerary, mileage, per diem (meals/lodging), miscellaneous travel expenses, etc.

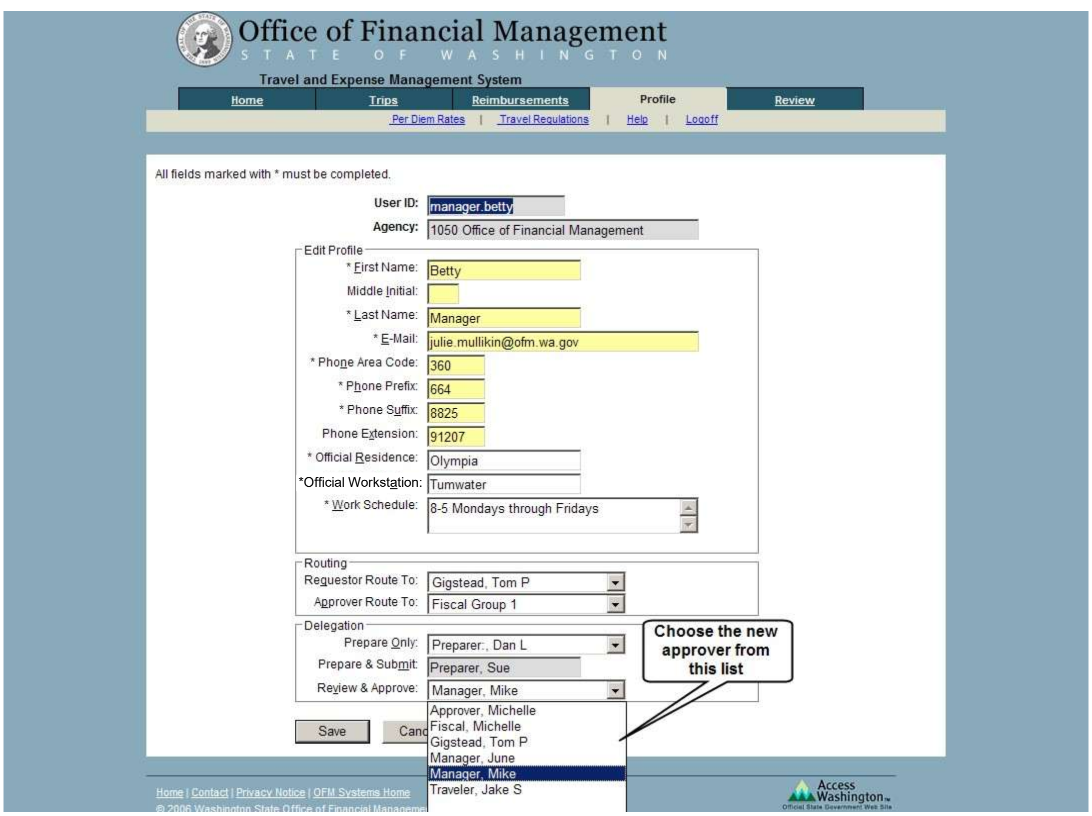


## Switch Approver

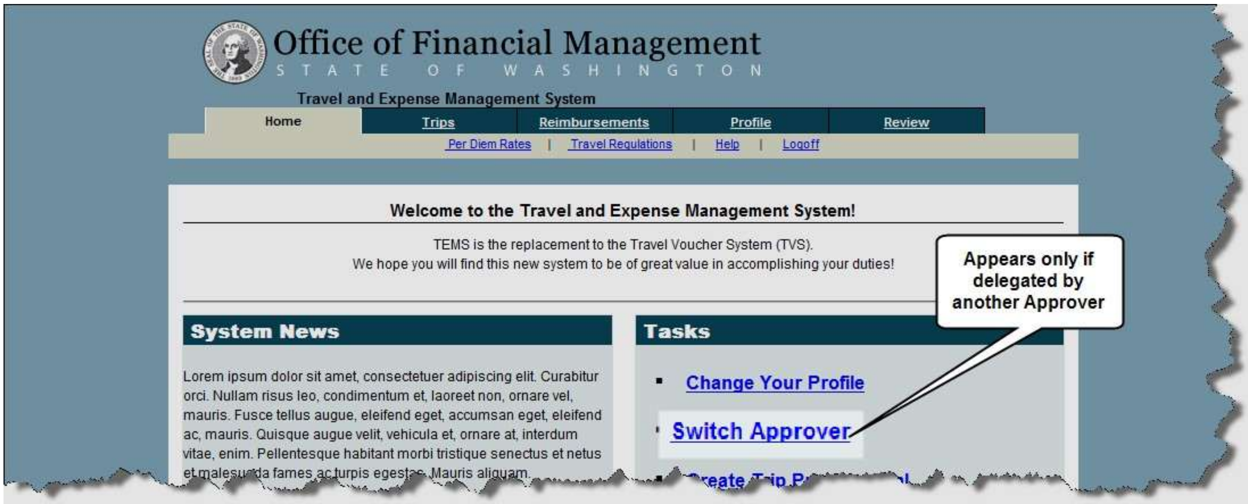
The switch approver feature allows a primary Approver to delegate another Approver to review and process reimbursement requests on their behalf. The primary Approver chooses the delegated Approver by using the drop-down list of the "Review & Approve" field of the profile. The drop-down list will be populated with names of individuals assigned the role of Approver for the using agency.




Clicking the "**Edit**" button will open the following screen where you can delegate your approving authority.



The “Switch Approver” link will appear in the Tasks section of the Home tab of the delegated approver.




Click the “Switch Approver” link and the screen below will appear.


The delegated Approver chooses from the drop-down list which Approver to review for. The drop-down list will be populated with only those Approvers (primary) who have given the delegated Approver authorization to review for them.

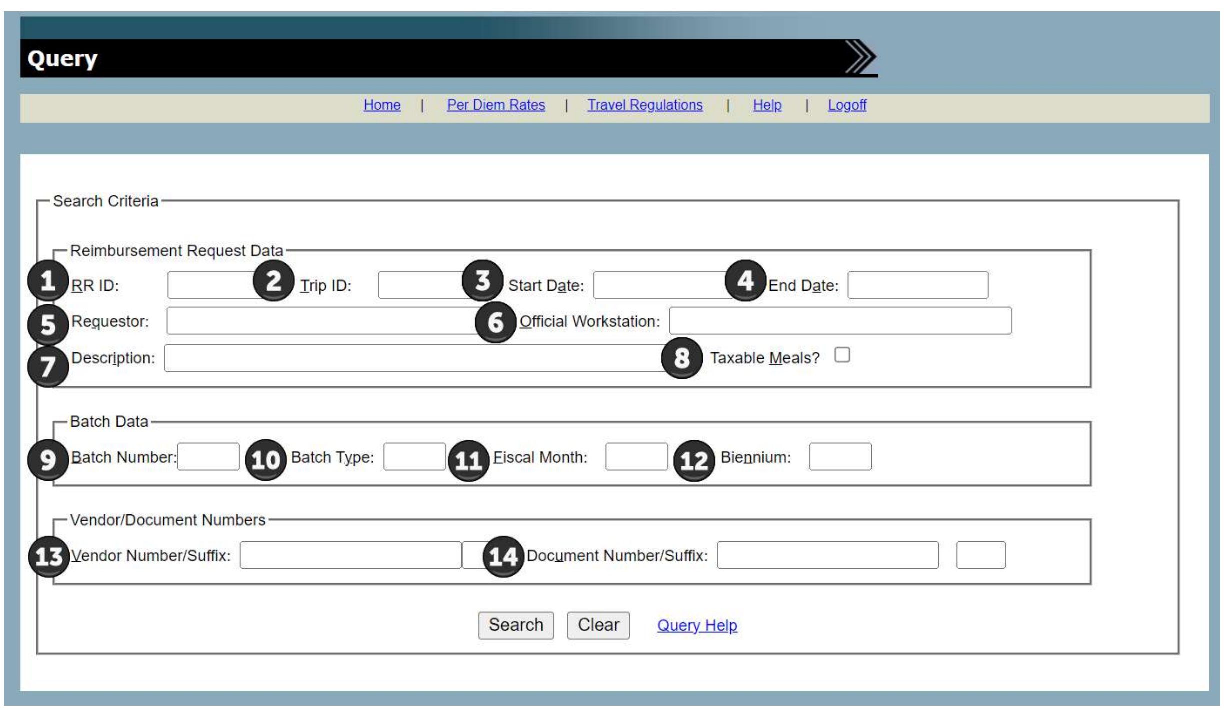
Click “OK” once a name is selected or “Cancel” to go back to the Home screen. If you click “OK” the “Review” tab of the primary Approver will appear.

## Query

The Query feature is used to search and for trips and reimbursement requests that have been approved by Fiscal for payment to the accounting system. Trips and reimbursement requests can be displayed on this screen, but no changes can be made to the data.

Approvers can access the query feature through a link located in the Tasks Section of their Home screen.


After clicking on the Query link, you will be directed to the following screen.



## Trips and reimbursement requests can be selected using one or more of the following criteria:

**Note:** Below is the recommendations for using the criteria.
**Note**: Query results can be refined by using more than one selection criteria.

**1) RR ID**

- Each Reimbursement Request (RR) ID will be generated by the TEMS application once it has been created and saved. Individuals can use the RR ID if known, to look for specific Reimbursements.

**2) Trip ID**

- Each Trip ID will be generated by the TEMS application once it has been created and saved. Individuals can use the Trip ID if known, to look for specific Trips.

**3&4) Start and End Dates**

- The query allows a selection range of dates or a single date.
- Dates must be in the following format: mm/dd/yyyy, where mm=Month, dd=Day, and yyyy=Year (2008).
  Delimiters are not necessary (i.e.'/'). Note – Two characters are required for the Month (i.e. 01).
- The Start date must be chronologically before the End Date, or an error message will appear.
- Must enter a valid date.
- If a date is entered into only one of the date fields (start date or end date), the other date field must also be completed, or an error message will appear. □ Only dates of July 1, 2006 and after can be used.

**5) Requestor**

- Data can be searched by entering the Requestor ID into this field. The normal requestor ID is lastname.firstname. Users can also use the last name only to pull all data that matches.

**6) Official Workstation**

- Type in a portion or all of the location desired. All locations containing the information entered will appear. (Example – typing Oly would result in Olympia appearing).

**7) Description**

- Type in a portion or all of the description desired. All descriptions containing the information entered will appear. (Example – typing Oct would result in October appearing.

8) **Taxable Meals**
   - Check the taxable meals box to display trips and reimbursement requests that contain taxable meals.
     **Note:** Remember to uncheck taxable meals to include all trips and reimbursement requests in the query.

9) **Batch Number**
   - The batch number is a 3 digit numeric field.

10) **Batch Type**
   - The batch type is a 2 digit alphanumeric field with no special characters allowed. Those characters not allowed are – !@#$%&*.

11) **Fiscal Month**
   - Fiscal month is a 2 digit numeric field. Valid numbers are 01 – 25 or 99.

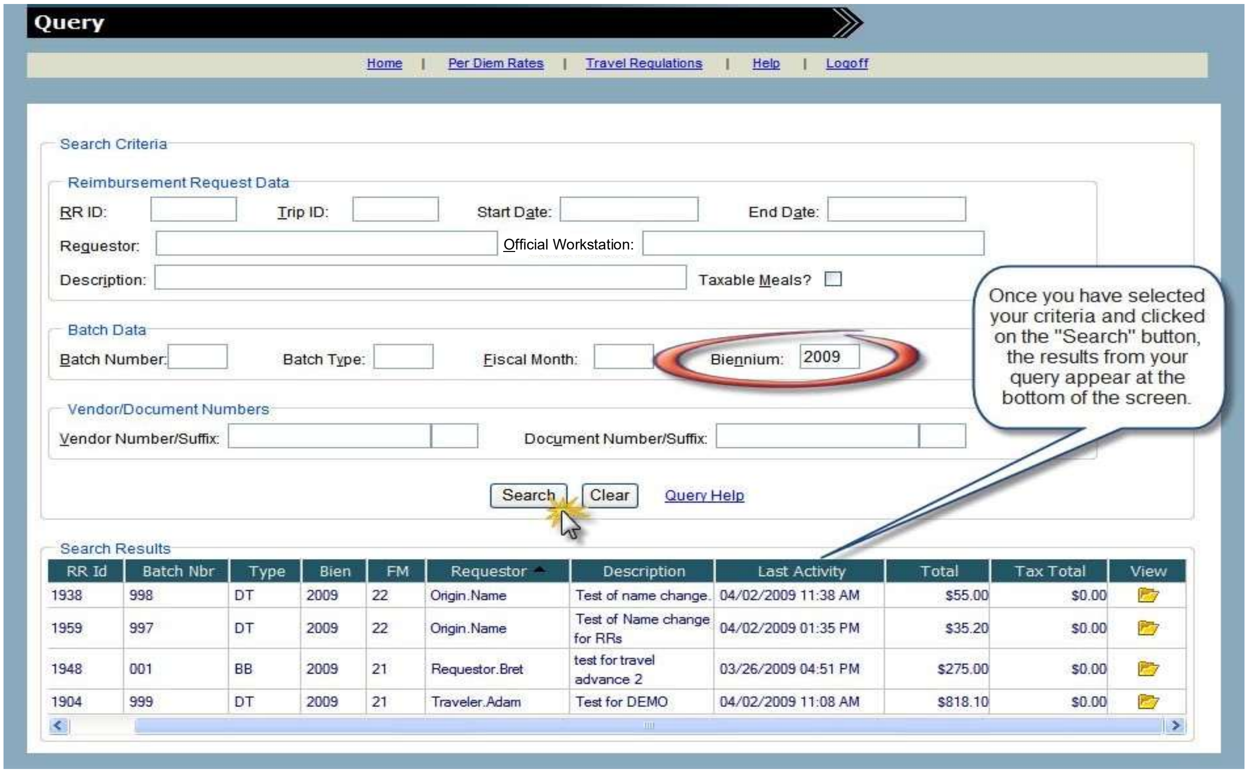
12) **Biennium**
   - The biennium field must be 4 digits and odd numbered years (for example. 2007).

13) **Vendor Number/Suffix**
   - The vendor number is a 10 digit alphanumeric field, suffix is two digits. No special characters are allowed.

14) **Document Number/Suffix**
   - The document number allows up to 8 characters total. Can be alphanumeric and can include a dash (-) and/or forward slash (/) as a special character. Can also include a space, but not at the beginning or end. Alpha characters will display uppercase. Entry in this field must be identical to the reimbursement request information to achieve successful results.

## Viewing Your Query Results:

Once the criteria have been selected, press the Search button. The results will be displayed on the bottom of the **Query Screen**.




You will need to use the scroll bar to scroll right and then click the "**folder**" icon in the view column of the desired row to view the trip or reimbursement request.

Click the "**Clear**" button to clear the current query.

You can change the sort order by clicking on any column heading. The default sort order is this screen is by Requestor in descending order.

Selective sorting:

- Clicking Last Activity as a primary sort will result in a chronological display, to the minute, with the oldest trip or reimbursement request listed first. Secondary sorts are not available.

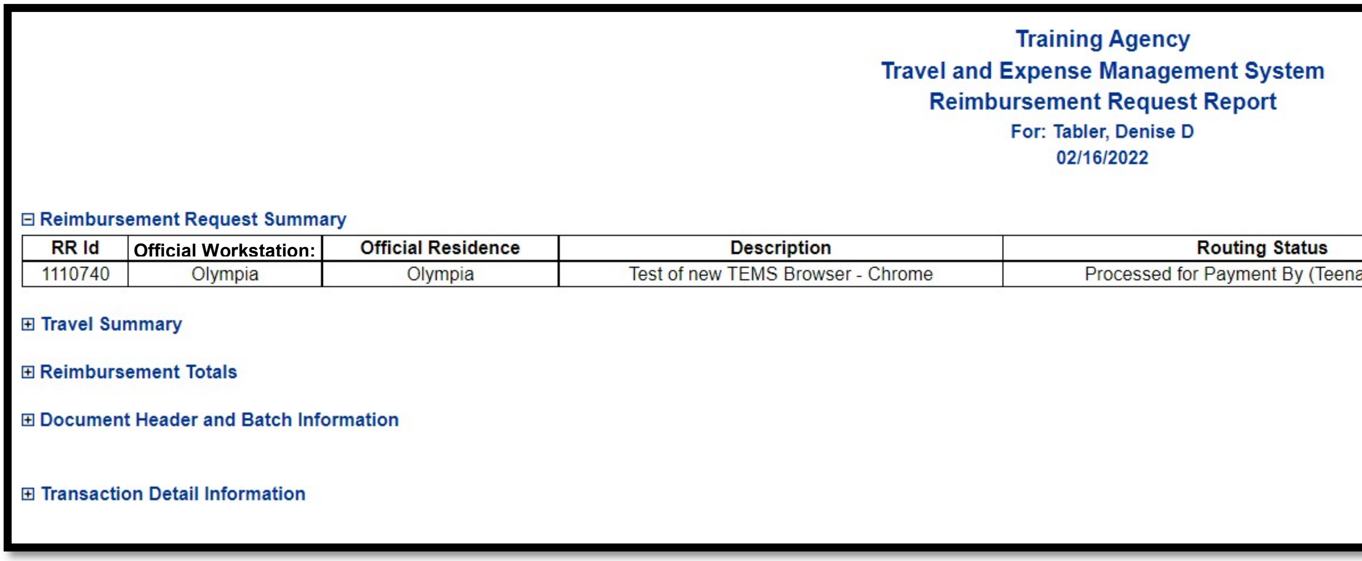
The system will display a "No Data To Display" message in the Search Results Section if the search doesn't find a match.

## Viewing Returned Reimbursement Requests

The View Returned Reimbursement Requests link allows Approvers to view reimbursement requests that they "denied" or "returned for changes".


The "View Returned Reimbursements" screen will appear after clicking the link. This screen will display all active reimbursement requests that the Approver has returned.


Clicking the "Folder" icon in the "View" column of the desired reimbursement request will display the Reimbursement Request Report.


Training Agency
Travel and Expense Management System
Reimbursement Request Report
For: Tabler, Denise D
02/16/2022

⊟ Reimbursement Request Summary

| RR Id | Official Workstation: | Official Residence | Description | Routing Status |
|---|---|---|---|---|
| 1110740 | Olympia | Olympia | Test of new TEMS Browser - Chrome | Processed for Payment By (Teena |

⊞ Travel Summary

⊞ Reimbursement Totals

⊞ Document Header and Batch Information

⊞ Transaction Detail Information

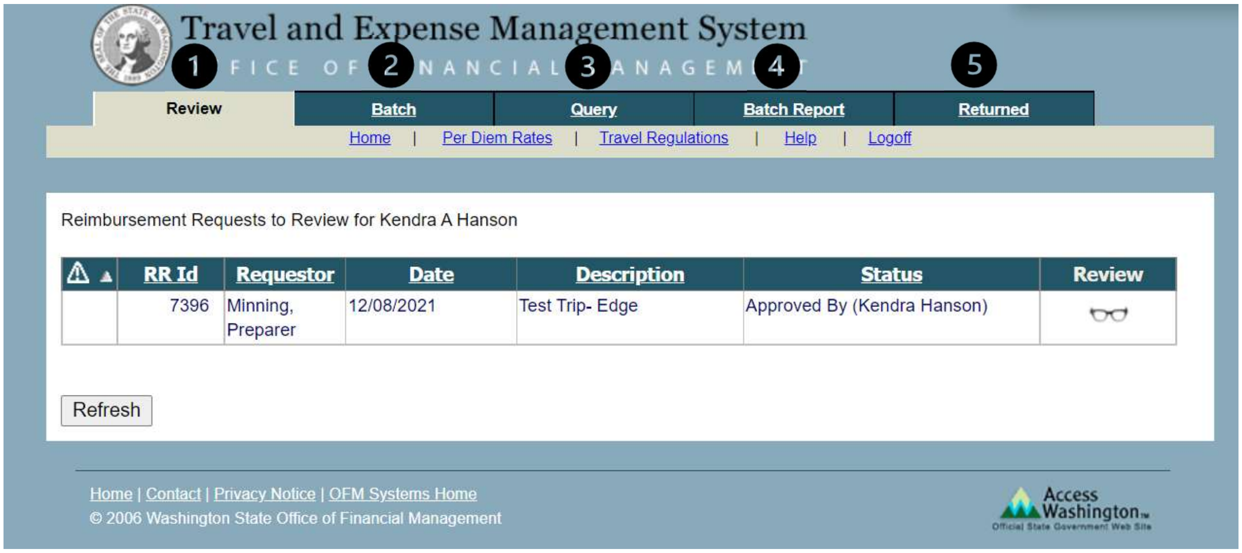
# Fiscal Suite

The Fiscal Suite is the portion of the application where Fiscal staff review and batch reimbursement requests. This is also the location where the interface with the accounting system occurs.

**Only users that are assigned a Fiscal role can access the Fiscal Suite**.

The Task Section of the Home Tab displays the link to the Fiscal Suite. A user simply clicks the link and is directed to the Fiscal Suite.

The initial screen of the Fiscal Suite appears as shown below.

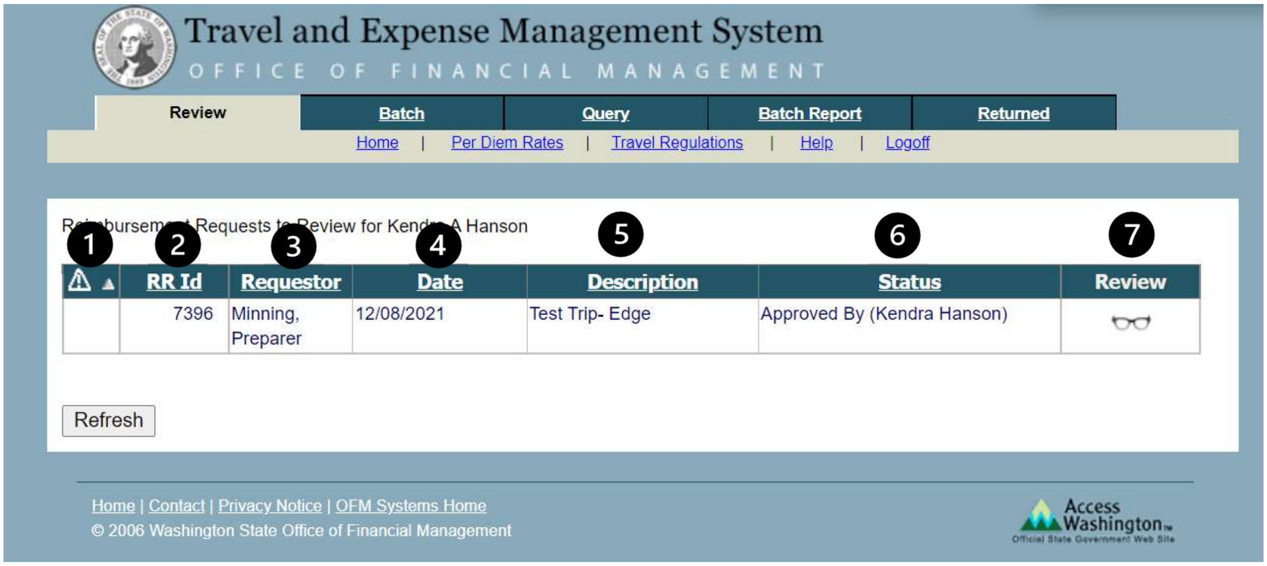



The screen displays five tabs:

1) The **Review** tab is the location where incoming reimbursement requests from Approvers are sent.
2) The **Batch** tab contains the reimbursement requests that have been approved in the Review tab and are now ready to batch. A batch is a group of like reimbursement requests grouped by Batch Type, Biennium, and Fiscal Month.
3) The **Query** tab allows you to request, view, print and export information based on fourteen criteria.
4) The **Batch Report** tab allows you to request, view, and print details regarding released batches based on Batch Date, Batch Number and Batch Type.
5) The **Returned** tab allows fiscal to view active reimbursement requests that it returned.

## Review Tab (Fiscal Suite)

The “Review” tab displays reimbursement requests in grid format.



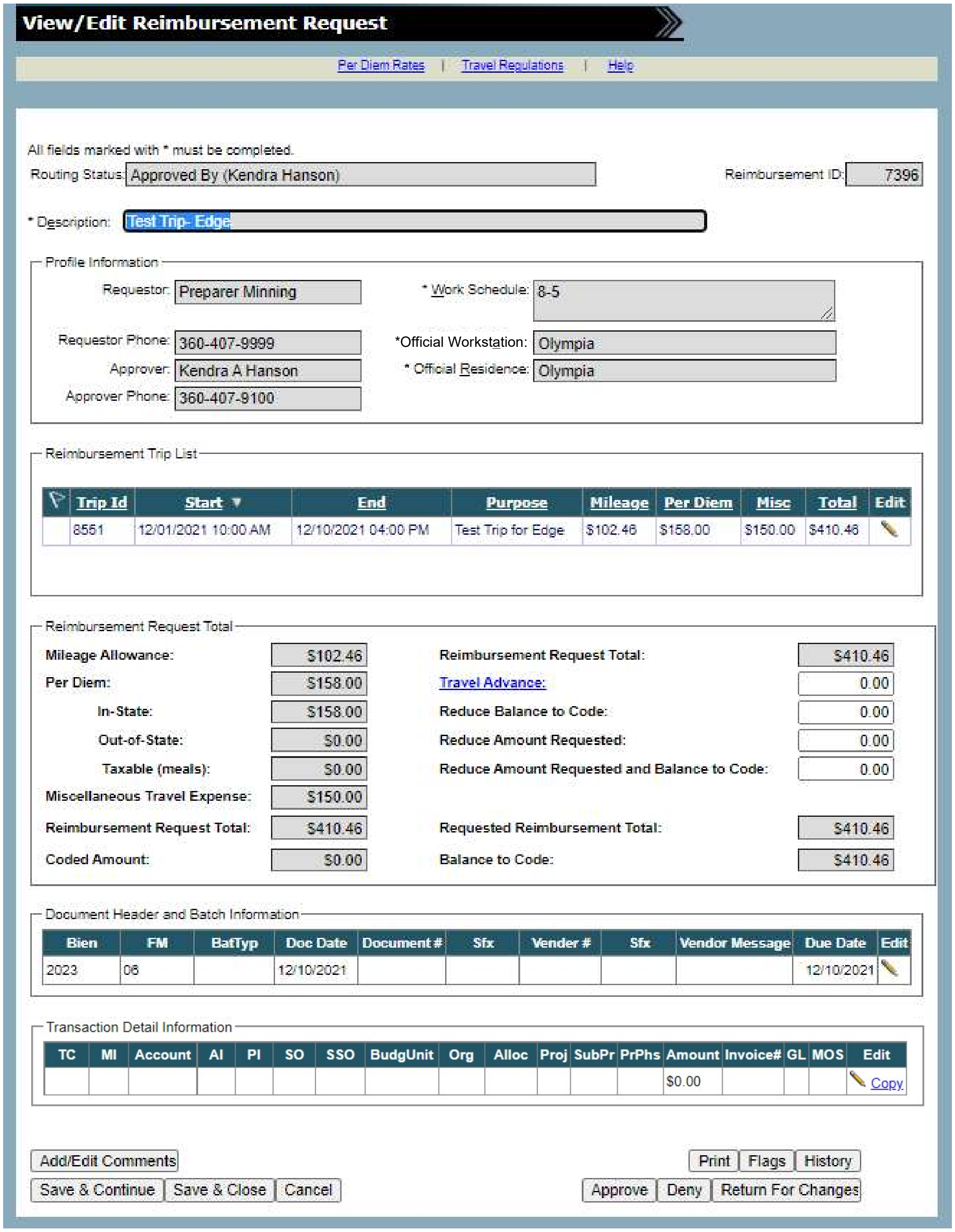

The grid is composed of the following columns:

1) **Priority Reimbursement Requests** - displays a triangle indicator if the reimbursement request had been previously submitted to Fiscal.
2) **RR Id –** System assigned identification number given to the reimbursement request.
3) **Requestor** - displays the owner of the reimbursement request.
4) **Date** - displays the routing date the reimbursement request was submitted to the Fiscal Group.
5) **Description** - displays the description entered on the reimbursement request.
6) **Status** - displays the routing status of the reimbursement request.
7) **Review** – if you click on the icon when it is “eyeglasses” the reimbursement request will open in edit mode. If you click on the icon when it is a “checked circle” the reimbursement request will open in read only.

The “**Refresh”** button is used is update the Review tab with any new reimbursement requests that may have been submitted during the current session.

## Reviewing the reimbursement request:

From the Review grid, Fiscal users click on the "**eyeglasses**" icon on the row of the reimbursement request to be reviewed. The reimbursement request will open as displayed below:


View/Edit Reimbursement Request

Per Diem Rates | Travel Regulations | Help

All fields marked with * must be completed.

Routing Status: Approved By (Kendra Hanson)

Reimbursement ID: 7396

* Description: Test Trip- Edge

Profile Information

Requestor: Preparer Minning

* Work Schedule: 8-5

Requestor Phone: 360-407-9999

*Official Workstation: Olympia

Approver: Kendra A Hanson

* Official Residence: Olympia

Approver Phone: 360-407-9100

Reimbursement Trip List

| | Trip Id | Start ▼ | End | Purpose | Mileage | Per Diem | Misc | Total | Edit |
|---|---|---|---|---|---|---|---|---|---|
| | 8551 | 12/01/2021 10:00 AM | 12/10/2021 04:00 PM | Test Trip for Edge | $102.46 | $158.00 | $150.00 | $410.46 | |

Reimbursement Request Total

| | | | |
|---|---|---|---|
| Mileage Allowance: | $102.46 | Reimbursement Request Total: | $410.46 |
| Per Diem: | $158.00 | Travel Advance: | 0.00 |
| In-State: | $158.00 | Reduce Balance to Code: | 0.00 |
| Out-of-State: | $0.00 | Reduce Amount Requested: | 0.00 |
| Taxable (meals): | $0.00 | Reduce Amount Requested and Balance to Code: | 0.00 |
| Miscellaneous Travel Expense: | $150.00 | | |
| Reimbursement Request Total: | $410.46 | Requested Reimbursement Total: | $410.46 |
| Coded Amount: | $0.00 | Balance to Code: | $410.46 |

Document Header and Batch Information

| Bien | FM | BatTyp | Doc Date | Document # | Sfx | Vender # | Sfx | Vendor Message | Due Date | Edit |
|---|---|---|---|---|---|---|---|---|---|---|
| 2023 | 06 | | 12/10/2021 | | | | | | 12/10/2021 | |

Transaction Detail Information

| TC | MI | Account | AI | PI | SO | SSO | BudgUnit | Org | Alloc | Proj | SubPr | PrPhs | Amount | Invoice# | GL | MOS | Edit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | $0.00 | | | | Copy |

Add/Edit Comments

Save & Continue | Save & Close | Cancel

Print | Flags | History

Approve | Deny | Return For Changes

Reimbursement request and trip details may be accessed from this screen.

Fiscal has the capability of modifying the following fields during the trip review process by clicking on the "**pencil**" icon of the Trip under the "Reimbursement Trip List" section:

- Mileage Reimbursement rate ("Trip Itinerary and Mileage" section)

- Breakfast Amount ○ Lunch Amount ○ Dinner Amount ○ Taxable Meal Designation ("Per Diem" section)

Fiscal can also modify the following fields of a reimbursement request: ("Reimbursement Request Total" section)

- Travel Advance ○ Reduce Balance to Code ○ Reduce Amount Requested ○ Reduce Amount Requested and Balance to Code

Fiscal may also return the reimbursement request to the Requestor for modification.

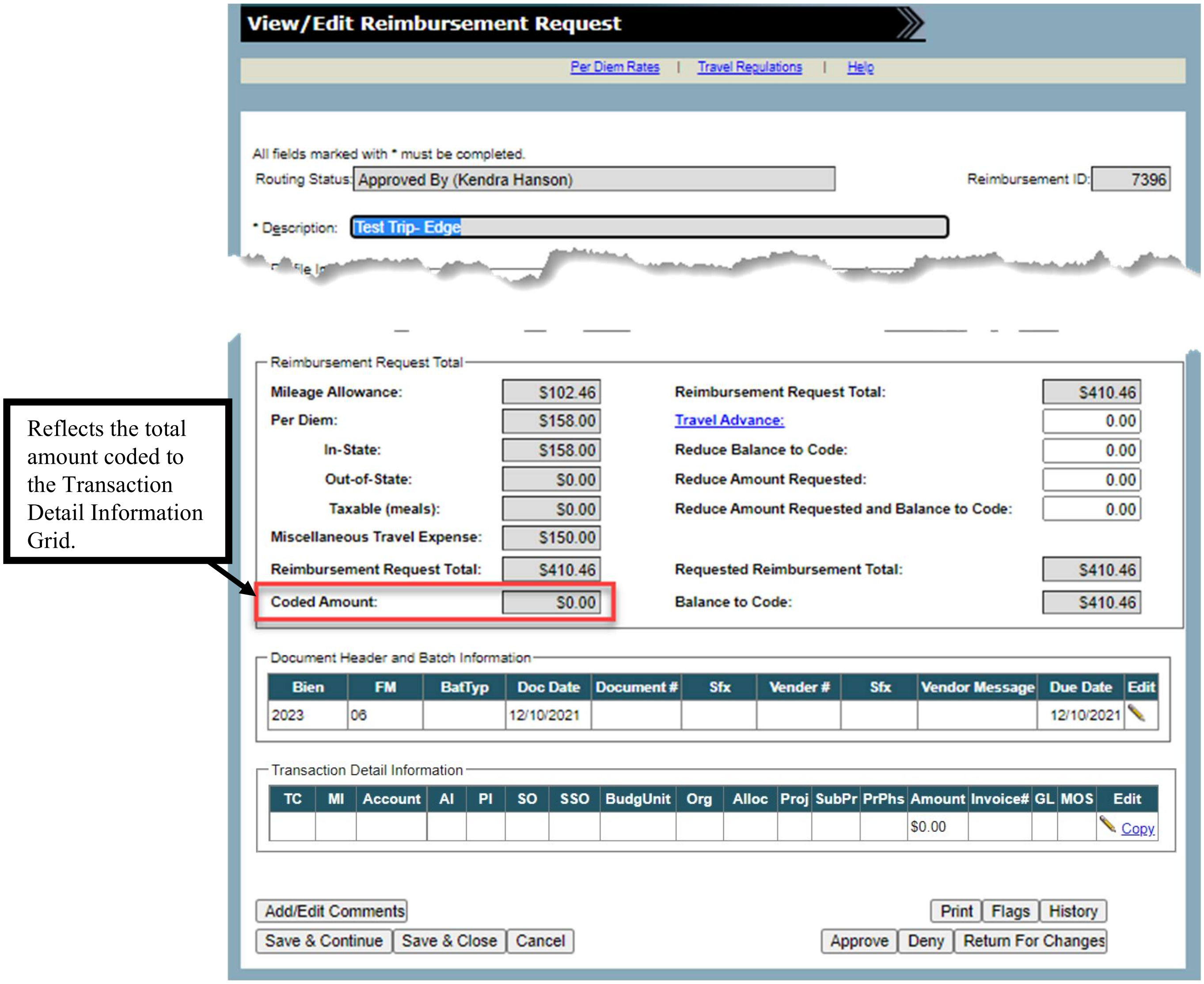
When modifications (additions, deletions, or changes) are made to reimbursement requests after their initial submission, the system will auto-generate details of the modifications as entries into History. These system generated entries will display what and when the changes occurred as well as who made the changes. This information may be viewed by clicking the "**History**" button on the reimbursement request.

## Suggested Review Steps:

1. Review the dates, destinations, and purpose of each trip. Was the Requestor expected to be conducting business at the destinations listed on those days for that purpose?
2. Review the full text of the trip purpose.
3. Review the work schedule against the time of travel to determine whether the Requestor is entitled to reimbursement of meals. TEMS does not automatically determine eligibility for meals. State travel regulations can be reviewed at the OFM web site.
4. Review the Requestor's residence and work locations against their destination to determine whether they are entitled to any lodging reimbursement. State regulations generally prohibit overnight stays which are less than 50 miles from a residence or work location. TEMS does not automatically determine eligibility for lodging within 50 miles.
5. Review the meal and lodging expenses**.** TEMS will flag the reimbursement request if meal or lodging rates for known destinations exceed the standard. Reimbursement requests without default per diem rates will be flagged.
6. Review any IRS taxable amounts. The detail for taxable meals is recorded within the Per Diem box. If you believe the Requestor is incorrect in their identification of taxable meals, you can make the correction and TEMS will document the change within the comments section when sending the reimbursement request. Another alternative is to return the reimbursement request back to the Requestor for changes.
7. Review mileage expenses claimed for use of a privately owned vehicle. Review the mileage claimed for reasonableness. TEMS provides point-to point mileage for many in-state destinations as assistance to the Requestor. The Requestor may claim actual odometer mileage. Regulations exist regarding mileage claimed from a work location or a residence. TEMS does not automatically determine whether to use mileage from a work location or a residence. If mileage reimbursement rate is in error, Fiscal Users can make the necessary corrections and continue processing or return the reimbursement request back to the Requestor for correction.

8. Review Miscellaneous Travel Expenses. State regulations regarding allowable miscellaneous travel expenses can be reviewed at the OFM web site.
9. Review the Travel Advance amount. TEMS does not automatically keep track of travel advances and remaining balances. Confirm any travel advance amount according to your office procedures.

## Input Account Coding




- **Coded Amount –** reflects the total amount entered in the Transaction Detail Information Grid .
- **Reduce Balance to Code** – reduces the Balance to Code by the amount entered.
- **Reduce Amount Requested** – reduces the Requested Reimbursement Total by the amount entered.
- **Reduce Amount Requested and Balance to Code** – reduces **both** the Requested Reimbursement Total and Balance to Code by the amount entered.
- **Balance to Code** – reflects the remaining amount of the Reimbursement Request Total that has not been coded. Balance to Code serves as reconciliation between the coded amount and the Requested Reimbursement Total. The Balance to Code must be zero before the Reimbursement Request can be routed to the Batch Tab.

**Document Header and Batch Information** – this grid is only available to the Fiscal Group. The field options for the Document Header and Batch Information Section are:

Document Header and Batch Information

| Bien | FM | BatTyp | Doc Date | Document # | Sfx | Vender # | Sfx | Vendor Message | Due Date | Edit |
|---|---|---|---|---|---|---|---|---|---|---|
| 2023 | 06 | | 12/10/2021 | | | | | | 12/10/2021 | |

| **Field name** | **Optional/ Required** | **Length** | **Edits** | **Error message** |
|---|---|---|---|---|
| **Biennium** | R | 4 | numeric | Biennium year requires a valid (odd only) four-digit biennium year after 2005. |
| **Fiscal Month** | R | 2 | numeric | Fiscal month requires two valid numbers from 01 to 25 or 99. |
| **Batch Type** | R | 2 | alpha/num | Batch type requires two alphanumeric characters and cannot use a first letter of P, Q, T, W, Y, or Z. In addition, batch types 0A, 0B, 0C, 0D, and 0E cannot be used. |
| **Current doc Date** | R | 8 | numeric | |
| **Current doc num** | R | 8 | alpha/num/ special characters | Document Number must be alpha numeric and will allow special characters of a dash (-) and forward slash (/). Can contain spaces, but not at the beginning or end. |
| **Current doc num suffix** | O | 2 | alpha/num | |
| **Vendor num** | R | 10 | alpha/num | |
| **Vendor num suffix** | R | 2 | alpha/num | |
| **Vendor message** | O | 25 | alpha/num | |
| **Due Date** | O | 8 | numeric | |

NOTE: Vendor Number and Vendor num suffix: Field will start with leading zeros.
NOTE: Current Doc Date and Due Date default to date arrived in fiscal. Can be updated by Fiscal staff.

Click the "**pencil**" icon and input values into the desired fields. The Tab key or the mouse can be used to navigate within the grid.

*You will then need to scroll to the left and right to see all the fields as well as the save & cancel icons.*

To save the changes, click on the "**Save**" icon on the far right of the grid.
To cancel changes, click on the "**Cancel**" icon on the far right of the grid.

Note: this section can still be edited after changes are saved until the reimbursement request is processed.

**Transaction Detail Information** – this grid is only available to the Fiscal Group. Detailed account code entries to support the reimbursement request are entered in this section. The field options for the Transaction Detail Information Section are:

Transaction Detail Information

| TC | MI | Account | AI | PI | SO | SSO | BudgUnit | Org | Alloc | Proj | SubPr | PrPhs | Amount | Invoice# | GL | MOS | Edit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | | | $0.00 | | | | Copy |

| Field name | Optional/ Required | Length | Edits | Error message |
|---|---|---|---|---|
| **Transaction code** | R | 3 | numeric | Transaction Code must be numeric, not all zeros. |
| **Master index** | O | 8 | alpha/num | |
| **Account (Fund)** | O | 3 | alpha/num | Account must be three alpha numeric characters. |
| **Appropriation Index** | O | 3 | alpha/num | Appropriation Index must be three alpha numeric characters |
| **Program Index** | O | 5 | alpha/num | |
| **Subobject** | O | 2 | alpha | Subobject must be two alpha characters. |
| **Sub Subobject** | O | 4 | alpha/num | Sub subobject must be four alpha numeric characters. |
| **Budget Unit** | O | 3 | alpha/num | Budget Unit must be three alpha numeric characters. |
| **Organization index** | O | 4 | alpha/num | Org Index must be four alpha numeric characters. |
| **Allocation code** | O | 4 | alpha/num | Allocation code must be four alpha numeric characters. |
| **Project** | O | 4 | alpha/num | Project must be four alpha numeric characters. |
| **Subproject** | O | 2 | alpha/num | Subproject must be two alpha numeric characters. |
| **Project phase** | O | 2 | alpha/num | Project Phase must be two alpha numeric characters. |
| **Amount** | R | 13/2 | numeric | Amount must be a positive number between 0 and 99999.99. |
| **Invoice num** | O | 30 | alpha/num/ special characters | Invoice Number must be alpha numeric and -/# characters only. |
| **GL account** | O | 4 | numeric | GL Account must be four numeric characters. |
| **Month of service** | O | 4 | numeric | Month of Service must be four numeric characters. |

NOTE: System converts to upper case any alpha in lower case in the fields
NOTE: TC, MI, PI: Field will start with leading zeros.
NOTE: Amount field defaults with $0.00
NOTE: Invoice Num field: special characters allowed are - / # and space

**IMPORTANT: Some fields are optional in TEMS but required in AFRS. If AFRS required fields are not completed in TEMS, the batch will appear in Error status and need to be corrected in AFRS.**

The "**pencil**" icon allows editing & inputting of values into the desired fields. The Tab key or the mouse can be used to navigate within the grid. You will also have to scroll to the left and right.

The "**Copy**" button duplicates that specific line of coding onto a new row in the last line of the grid.

The "**X**" icon deletes that specific row of Transaction Detail Information. (a confirmation message will appear verifying this action. Click "**OK**" to continue the deletion or "**Cancel**" to cancel the action.)

NOTE: The first line of the Transaction Detail grid cannot be deleted as there must be one line of coding for each reimbursement.

After Transaction Detail Information is input for that line, users have the options to:
*You will need to scroll to the left and right to see all the fields as well as the save & cancel icons.*

Click on the "**Save**" icon to save the changes on the far right of the grid.
Click on the "**Cancel**" icon to cancel the changes on the far right of the grid.

The Fiscal review will end in one of three ways. The action options are displayed at the bottom right-hand corner of the "View/Edit Reimbursement Request" screen:

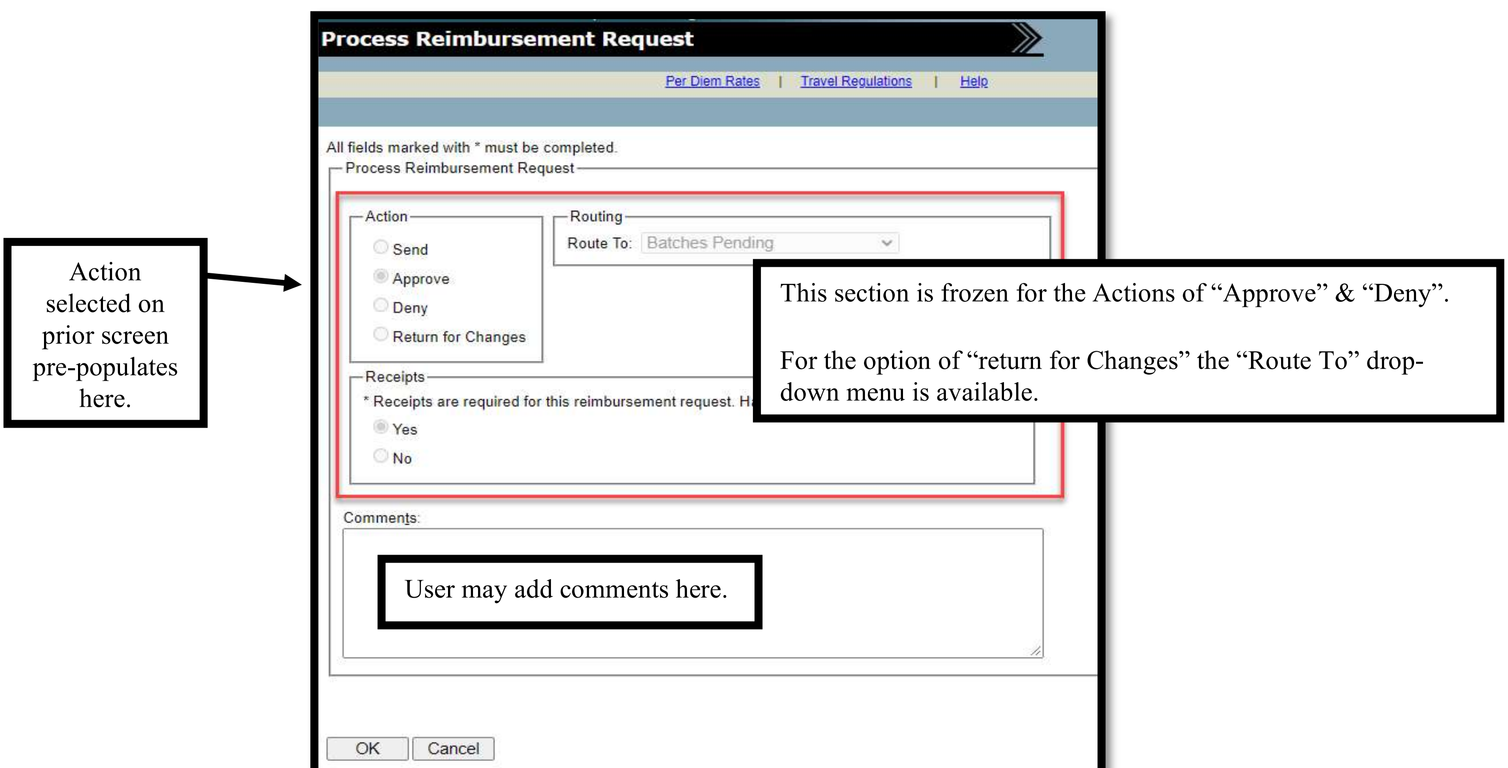
1. **Approve** - submits to the "Batch" Tab

   **NOTE**: If a reimbursement request contains a travel advance balance when you click the "**Approve"** button, the system will generate a warning message. Click "**OK**" to continue or "**Cancel**" to return to the prior screen.

   **NOTE**: If the balance to code is not zero, the reimbursement request cannot be approved. The system will generate a warning message. Click "**OK**" to return to the prior screen to make changes.
2. **Deny** - returns to Requestor
3. **Return for Changes** - returns to Requestor (default) or Approver.

   The reviewer may select the individual to whom it will be returned from the drop-down list provided on the "Process Reimbursement Request" screen

Once one of the actions above has been chosen, the "Process Reimbursement Request" screen appears:

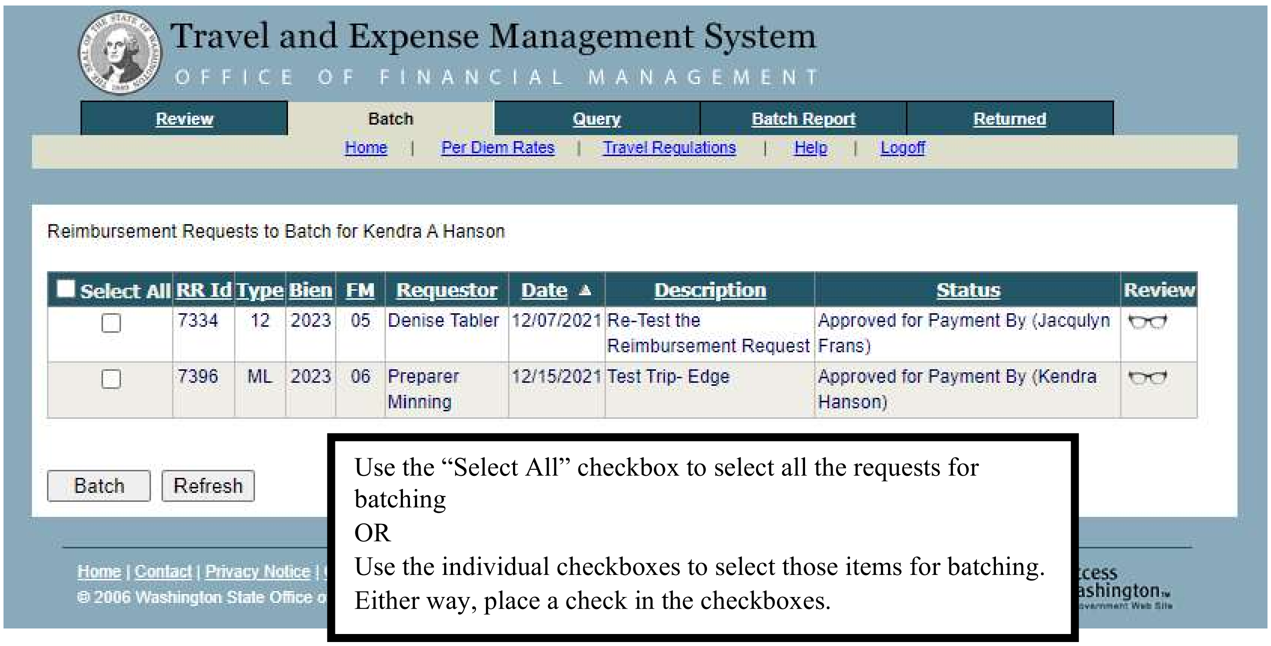


Your only choices are “**OK**” to continue or “**Cancel**” and return to the prior screen. The system will generate an e-mail notification based on the action option to the Requestor from Fiscal (Refer to Appendix A).

The body of the e-mail will display system generated entries resulting from changes made by Fiscal as well as comments any made by Fiscal.

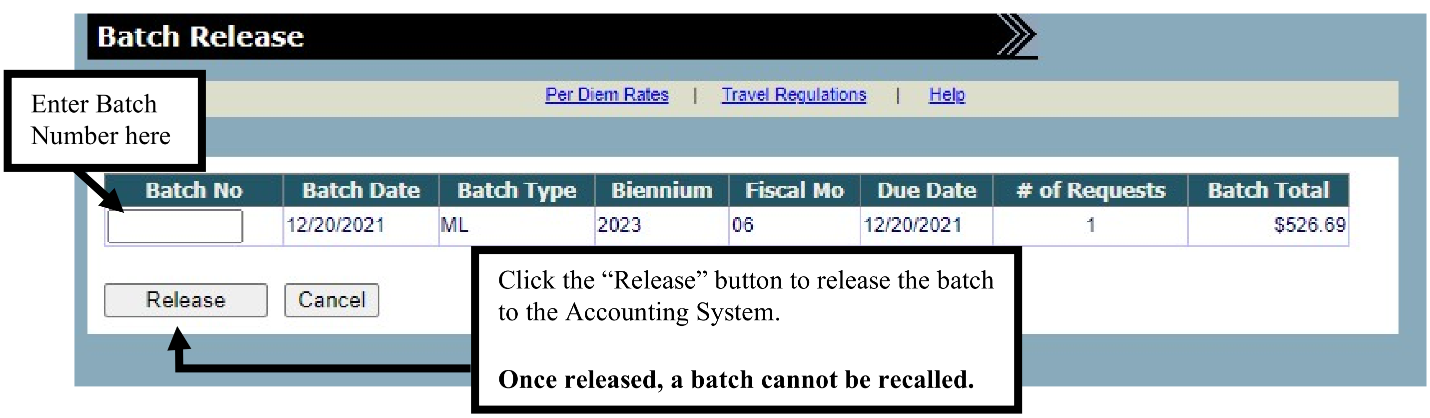
## Batch Tab

Once approved in the Review tab, reimbursement requests are sent to the grid in the Batch tab.




All or selected reimbursement requests in the Batch tab may be batched. Select the desired reimbursement requests, and then click the “**Batch”** button. The application will group like reimbursement requests by “Batch Type”, “Biennium”, and “Fiscal Month”.

The following “Batch Release” screen will appear:




A Batch Number must be entered to release each batch. Clicking the “**Release**” button will submit the batch to the accounting system. **Once released, batches cannot be recalled.**

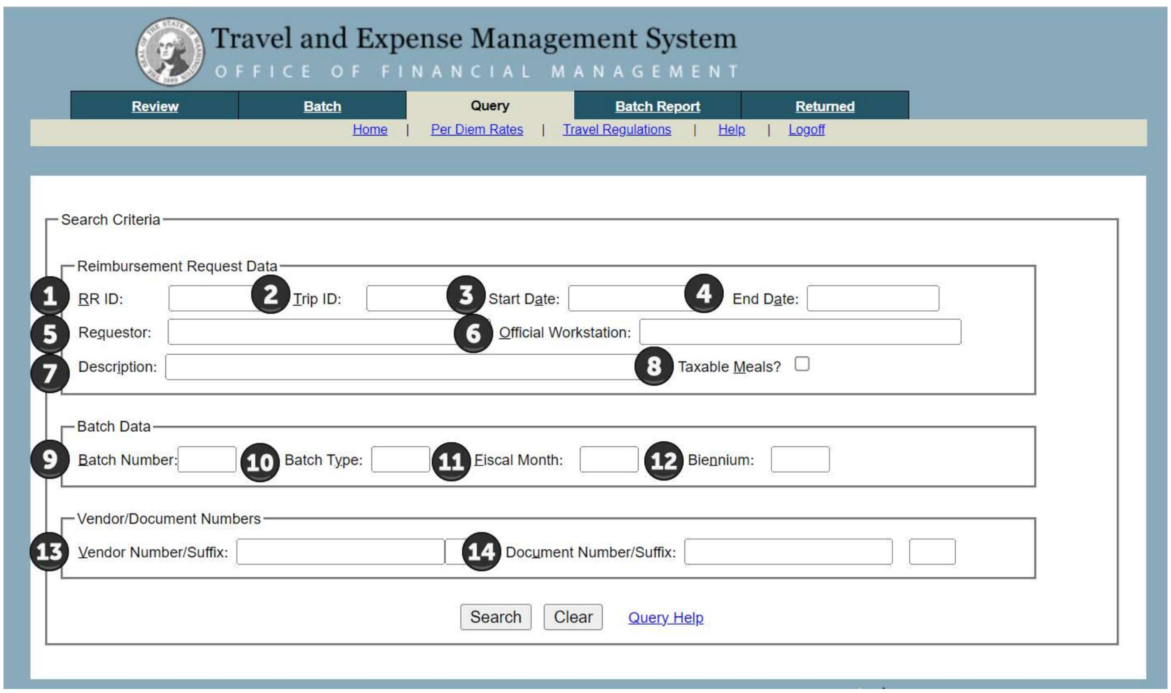
***Batches should NOT be submitted between 8 pm and 10 pm while AFRS is processing.***

**Note**:  If a Reimbursement Request within a batch does not "balance to code" at the time of release you will receive the following message "Batch #123: One or more reimbursement requests in the batch has a balance to code." and the batch with will ***NOT*** be sent to the accounting system.  Please contact the OFM Help Desk so that they can assist you.

## Query Tab

The Query Tab is used to search for trips and reimbursement requests that have been processed for payment.  Trips and reimbursement requests can be displayed on this screen, but no changes can be made to the data.

When a Fiscal user clicks on the Query Tab the following screen is displayed to enter the query criteria.




Trips and reimbursement requests can be selected using one or more of the following criteria:

1) RR ID (Reimbursement Request ID)
2) Trip ID
3) Start Date
4) End Date
5) Requestor
6) Official Workstation
7) Description
8) Taxable Meals
9) Batch Number
10) Batch Type
11) Fiscal Month
12) Biennium
13) Vendor Number/Suffix
14) Document Number/Suffix

**Note:**  Query results can be refined by using more than one selection criteria.

## Recommendations for using the above criteria or fields:

**RR ID** TBD

**Trip ID** TBD

**Start and End Dates**

- The query allows you to select a range of dates or a single date.
- Dates must be in the following format: mm/dd/yyyy, where mm=Month, dd=Day, and yyyy=Year (2008).
  Delimiters are not necessary (that is '/'). Note – Two characters are required for the Month (that is 01).
- The Start date must be chronologically before the End Date, or an error message will appear.
- You must enter a valid date.
- If a date is entered into only one of the date fields (start date or end date), the other date field must also be completed or an error message will appear. □ Only dates of July 1, 2006 and after can be used.

**Requestor** TBD

**Official Workstation**

- Type in a portion or all of the location desired. All locations containing the information entered will appear. (Example – typing Oly would result in Olympia appearing).

**Description**

- Type in a portion or all of the description desired. All descriptions containing the information entered will appear. (Example – typing Oct would result in October appearing.

**Taxable Meals**

- Check the taxable meals box to display trips and reimbursement requests that contain taxable meals.

  **Note:** Remember to uncheck taxable meals to include all trips and reimbursement requests in the query.

**Batch Number**

- The batch number is a 3 digit numeric field.

**Batch Type**

- The batch type is a 2 digit alphanumeric field with no special characters allowed (that is !@#$%&*).

**Fiscal Month**

- Fiscal month is a 2 digit numeric field.  Valid numbers are 01 – 25 or 99.

**Biennium**

- The biennium field must be 4 digits and odd numbered years (for example. 2007).

**Vendor Number/Suffix**

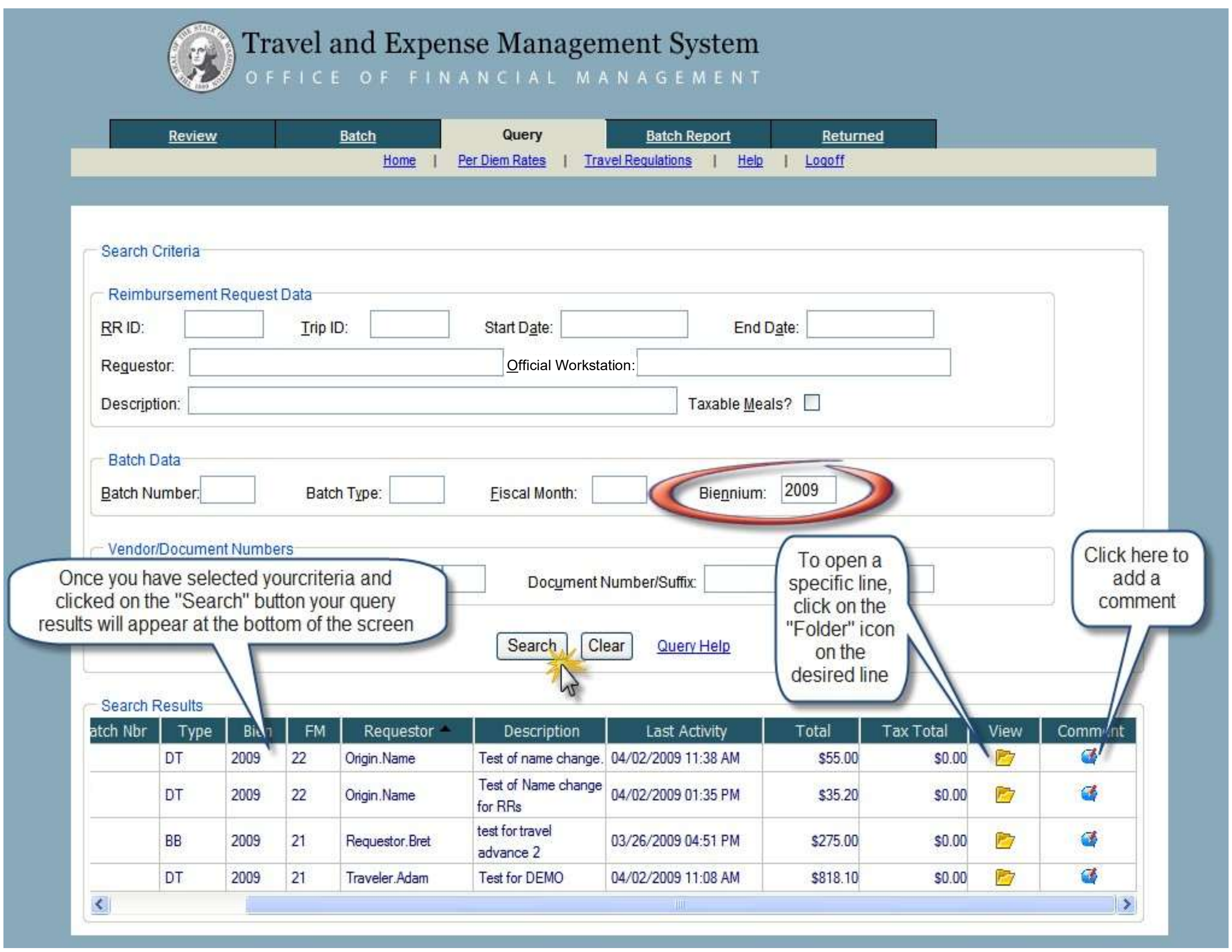
- The vendor number is a 10 digit alphanumeric field, suffix is two digits.  No special characters are allowed.

**Document Number/Suffix**

- The document number allows up to 8 characters total. Can be alphanumeric and can include a dash (-) and/or forward slash (/)  as a special character. Can also include a space, but not at the beginning or end. Alpha characters will display uppercase. Entry in this field must be identical to the reimbursement request information to achieve successful results.

## Viewing Your Query Results:

Once the criteria have been selected, press the Search button.  The results will be displayed on the bottom of the **Query Screen**.

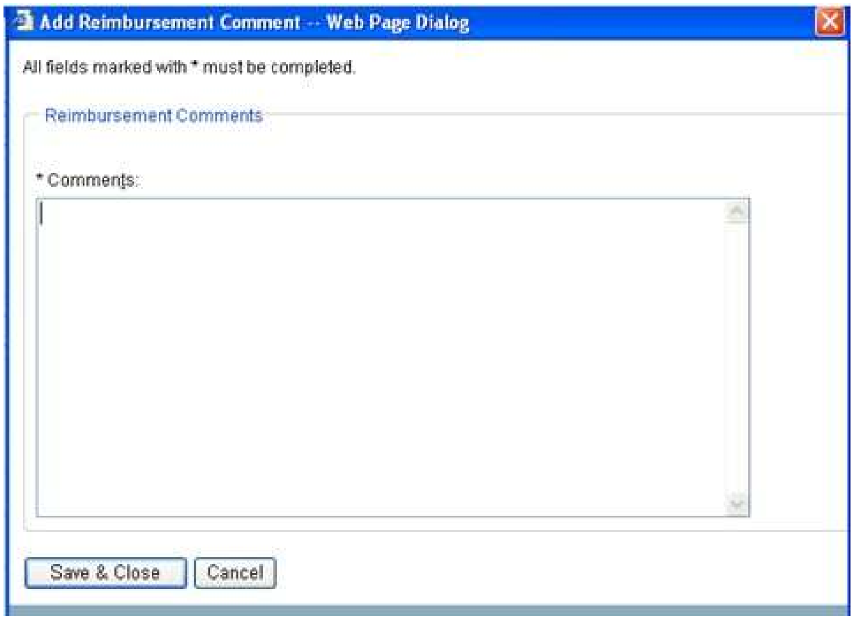


Click the “**Clear**” button to clear the current query.

The system will display a “No Data to Display” message in the Search Results Section if the search doesn’t find a match.

You will need to use the scroll bar to scroll right and then click the “**folder”** icon in the Open column of the desired row to view the trip or reimbursement request.

Click the “**comment**” icon in the Comment column to open the “Add Reimbursement Comment” window. Comments made in this widow display as reimbursements request comments.




You can change the sort order by clicking on any column heading.

The default sort order is this screen is by Requestor in descending order.
Selective sorting:

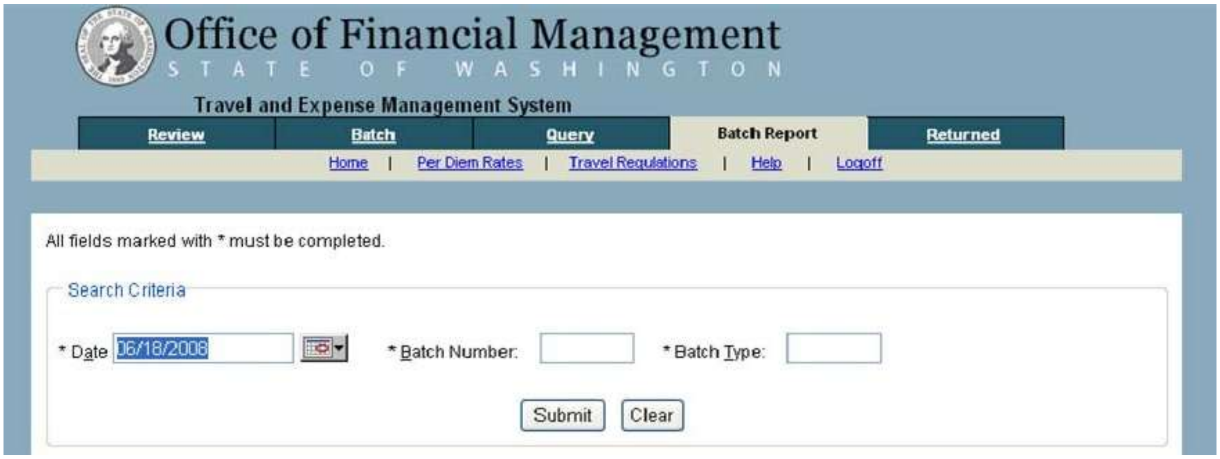
- Clicking Last Activity as a primary sort will result in a chronological display, to the minute, with the oldest trip or reimbursement request listed first. Secondary sorts are not available.

## Batch Report Tab

The Batch Report Tab provides the capability of generating a report of a batch released from TEMS. The Batch Report, which contains both summary and detail information can be used to reconcile the batch released from TEMS to the accounting system.

Fiscal users click on the “Batch Report” Tab to display the search criteria.

You will be directed to the following screen. The desired Batch Date, Batch Number, and Batch Type are entered into the Search Criteria.

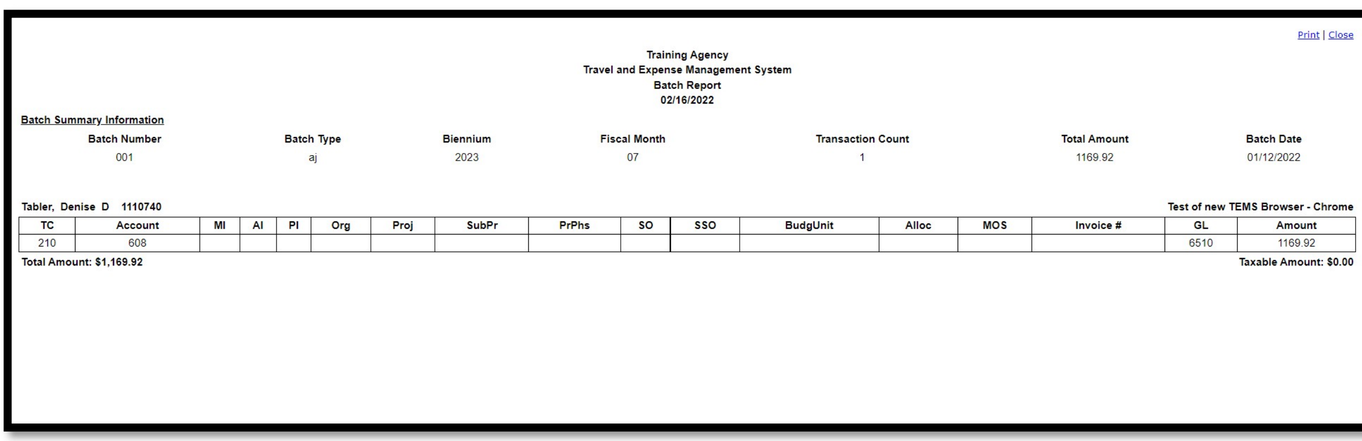



Click the “**Submit”** button to initiate the search.

Click the “**Clear”** button to clear the current entries.

**Note:** All three fields (Date, Batch Number, and Batch Type) are required fields and must contain valid entries to run the search. The Date field value can be entered via free-form input or a calendar option.

The search results, if found will be displayed as a Batch Report shown below:



Print | Close

Training Agency
Travel and Expense Management System
Batch Report
02/16/2022

Batch Summary Information

| Batch Number | Batch Type | Biennium | Fiscal Month | Transaction Count | Total Amount | Batch Date |
|---|---|---|---|---|---|---|
| 001 | aj | 2023 | 07 | 1 | 1169.92 | 01/12/2022 |

Tabler, Denise D 1110740 — Test of new TEMS Browser - Chrome

| TC | Account | MI | AI | PI | Org | Proj | SubPr | PrPhs | SO | SSO | BudgUnit | Alloc | MOS | Invoice # | GL | Amount |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 210 | 608 | | | | | | | | | | | | | | 6510 | 1169.92 |

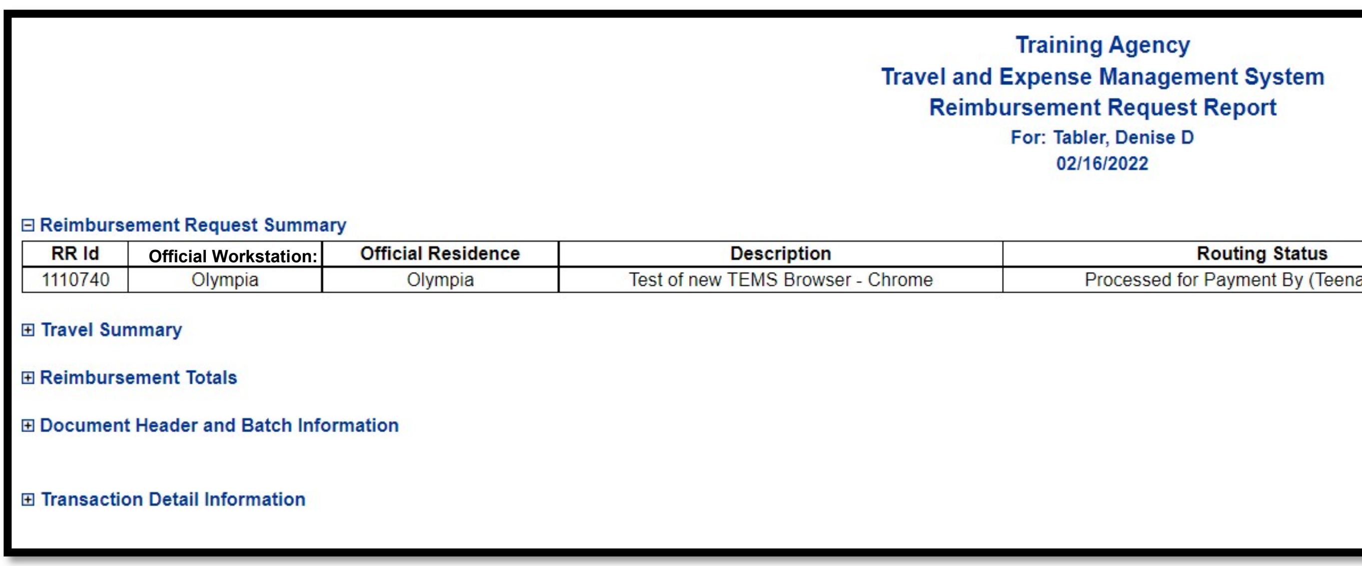
Total Amount: $1,169.92 Taxable Amount: $0.00

The message stating “No information available for batch number XXX on XX/XX/XXXX” will display if the system did not find a match to the search criteria.

## Returned Tab

Fiscal can view reimbursement requests it returned via this tab. The “Returned Tab” allows fiscal users to view reimbursement requests that the fiscal group have either “Denied” or “Returned for Changes”. Clicking on the Returned Tab will display the screen below.


Clicking the “**folder**” icon in the View column of the desired reimbursement request will display the Reimbursement Request Report.



# Administrator Suite

The Administrator Suite allows Agency Administrators to manage the TEMS application within their respective agencies.  Some of the functionality available through the Administrator Suite include: routing reimbursement requests, setting-up new users, inactivating existing users, and managing groups to name a few.

**Only users who have an Administrator role can access the Administrator Suite.**

Clicking the "Administrator Suite" link will display the "Administrative Tasks" menu.


The Administrative Tasks menu contains the following links:

1. **Route Reimbursement Requests** – Allows rerouting of reimbursement requests from one Approver to another Approver.

2. **Manage Users** – Provides search and edit functionality of existing user records. User passwords may also be reset through this link.

3. **Add Users** – New users are added through this link.

4. **Manage Groups** – Displays a list of existing groups for other processing options, such as adding or removing users from a group.

5. **Add Groups** – New groups are added through this link. TEMS allows the creation of two types of groups: Preparer Groups and Fiscal Groups.

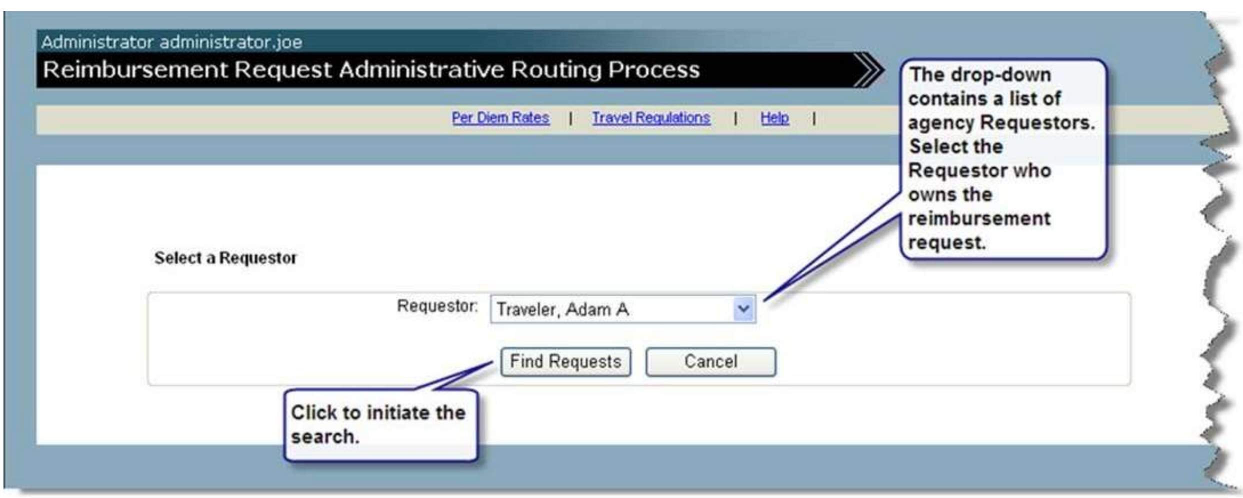
6. **TVS Historical Report** – Travel Voucher System Voucher Reports of any status may be accessed through this link. This feature is only available to Administrators and Fiscal Staff. *Disclaimer: Function is still available in TEMS, however the data has been removed from the old Travel Voucher System (TVS). This function no longer works.*

## Routing a Reimbursement Request


There may be situations when an Agency Administrator has to route a reimbursement request from one Approver to another, in which case the route function can be used.

From the Administrative Tasks menu, click the "Route Reimbursement Requests" link.

The "Reimbursement Request Administrative Routing Process" screen will appear.



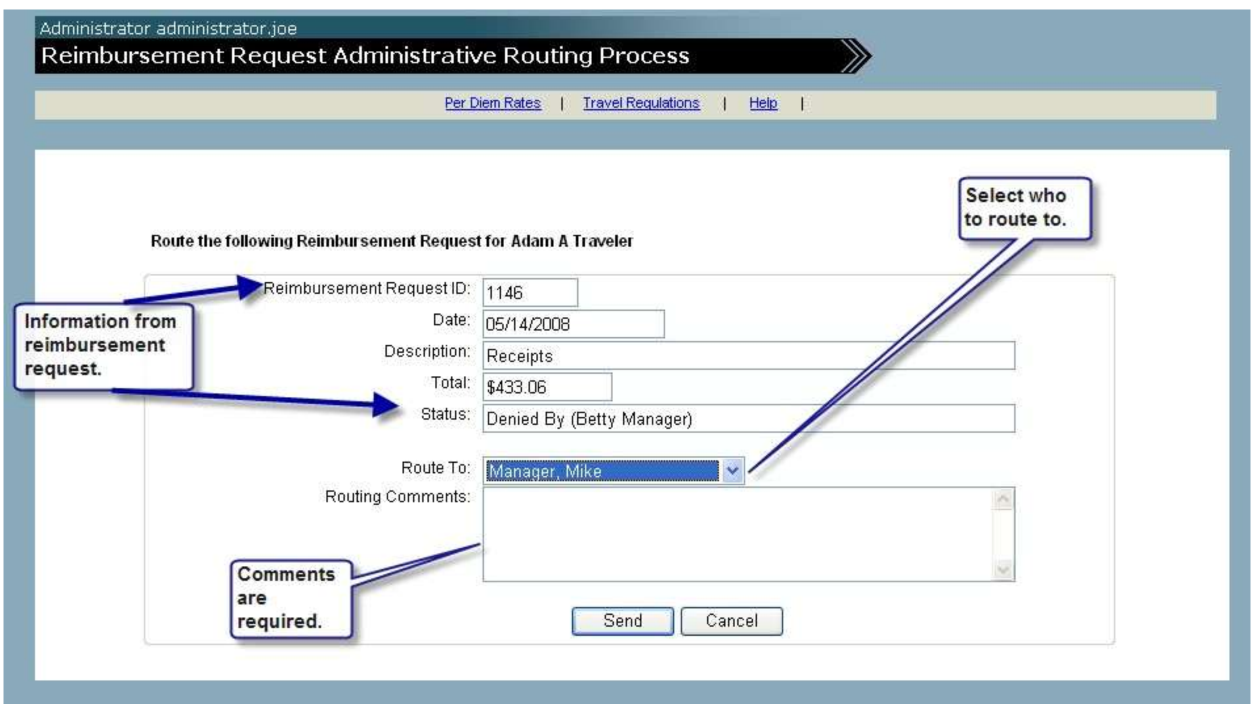

To initiate the route, select the owner (Requestor) of the reimbursement request from the "Requestor" drop-down list and click the "**Find Requests**" button.

If no active reimbursement requests are found, the message of "No data found" will display.

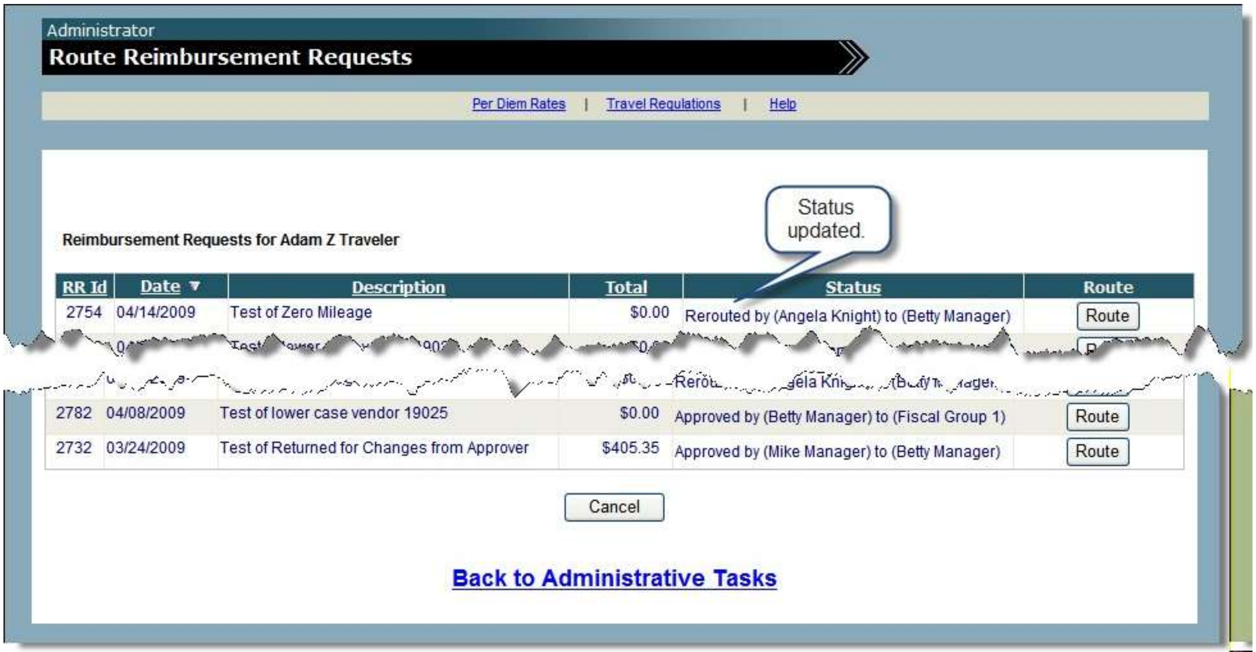
If the Requestor has any active reimbursement requests available, they will populate on the screen.


Find the specific reimbursement request to route and click the "**Route**" button on the appropriate row.

The following screen will display:




Select the approver to route the reimbursement request to using the "Route To" drop-down list. Type in the appropriate comments (comments are required for this process) and click the "**Send**" button.




The system will update the status of the reimbursement request on the grid.

## Manage Users

## Managing Existing Users

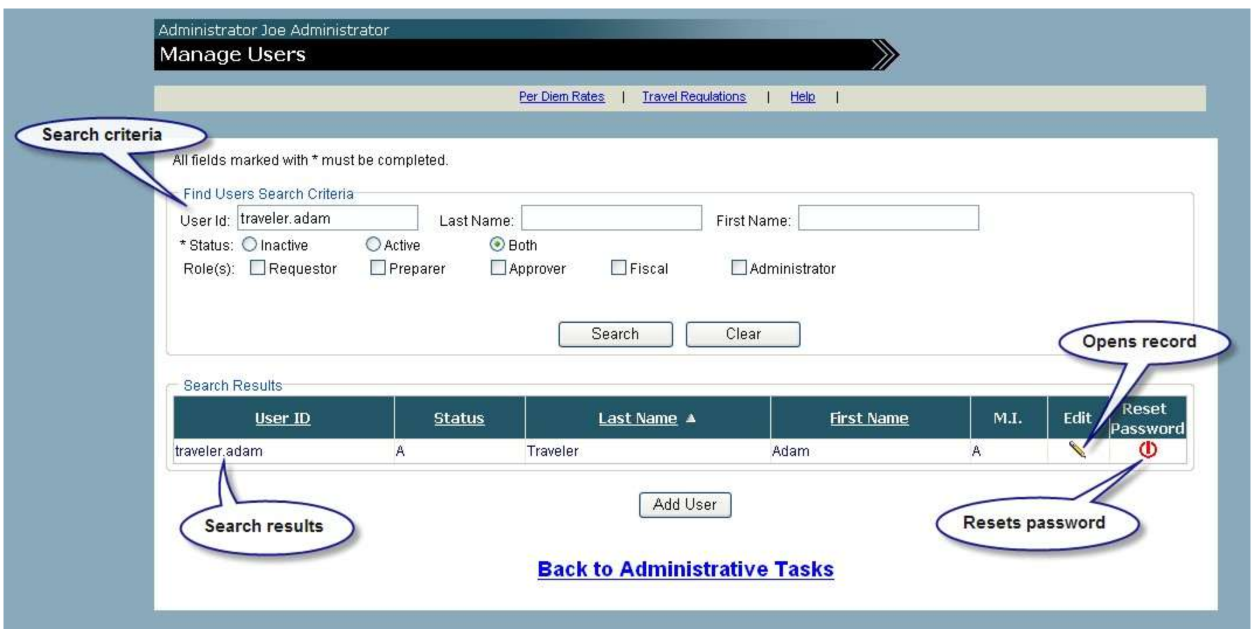
Clicking the "Manage Users" link will display the "Manage Users" screen and is used for administration of existing users. From this screen, Administrators can search for users based on select predetermined criteria.

Users may search by:

1. User Id - (lastname.firstname.middleinitial)
2. Last Name
3. First Name
4. Status (Required field) - Active, Inactive, or both
5. Role(s) – Requestor, Preparer, Approver, Fiscal, and Administrator

To initiate a search, the user selects and/or keys-in the desired search criteria and clicks the "**Search**" button. The results of the search request will be displayed in the Search Results Grid beneath the search criteria. From the grid, users may sort the results by clicking on any underscored column heading. User records may be opened, or passwords reset from the grid.

**Note:** Search results can be refined by using more than one search criteria.




- Clicking the "**Clear**" button clears the search criteria information.

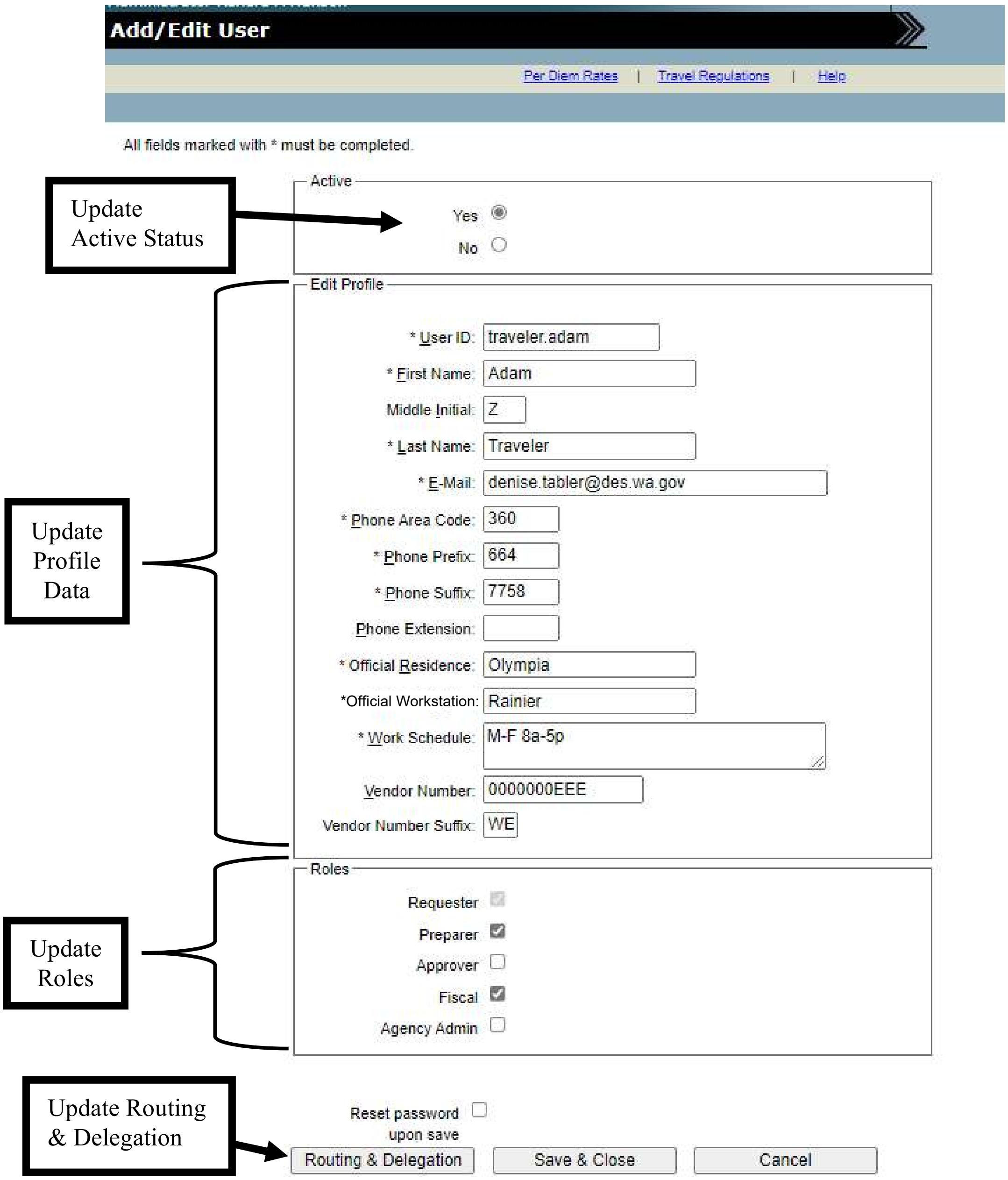
- Clicking the "**pencil**" icon will open the existing user record for modification.

- Clicking the "**reset password**" icon allows the Administrator to reset the user's password directly form the grid (Refer to the "Resetting a Password" section on the next page for more details).

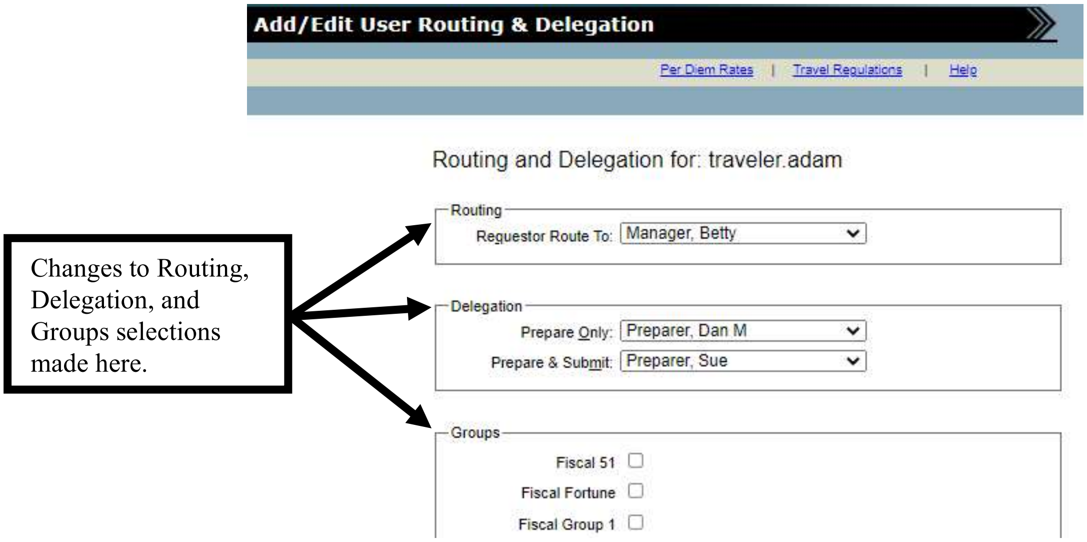
- Clicking the "**Add User**" button opens a blank record to enter a new user. Refer to "Add New Users" section for more information on this functionality.

## Edit User Record

Clicking the "**pencil**" icon will open the existing user record for modification and open the "Add/Edit User" screen.




Clicking on the "**Routing & Delegation**" button will open the "Add/Edit User Routing & Delegation" screen. *Refer to "Add New Users" section for more information about Routing & Delegation.*




Click “**Save & Close**” once changes are made or “**Cancel**” to return to the “Add/Edit User” Screen.

## Resetting a Password

A user’s password can be reset two ways:

1. Through the grid as a result of a “Find Users Search”.
2. Through the “Add/Edit User” screen.

In either case, the system auto-generates a random temporary password and e-mails it to the user at the address contained in the user’s profile.

**Resetting a Password through the “Search Results” grid**

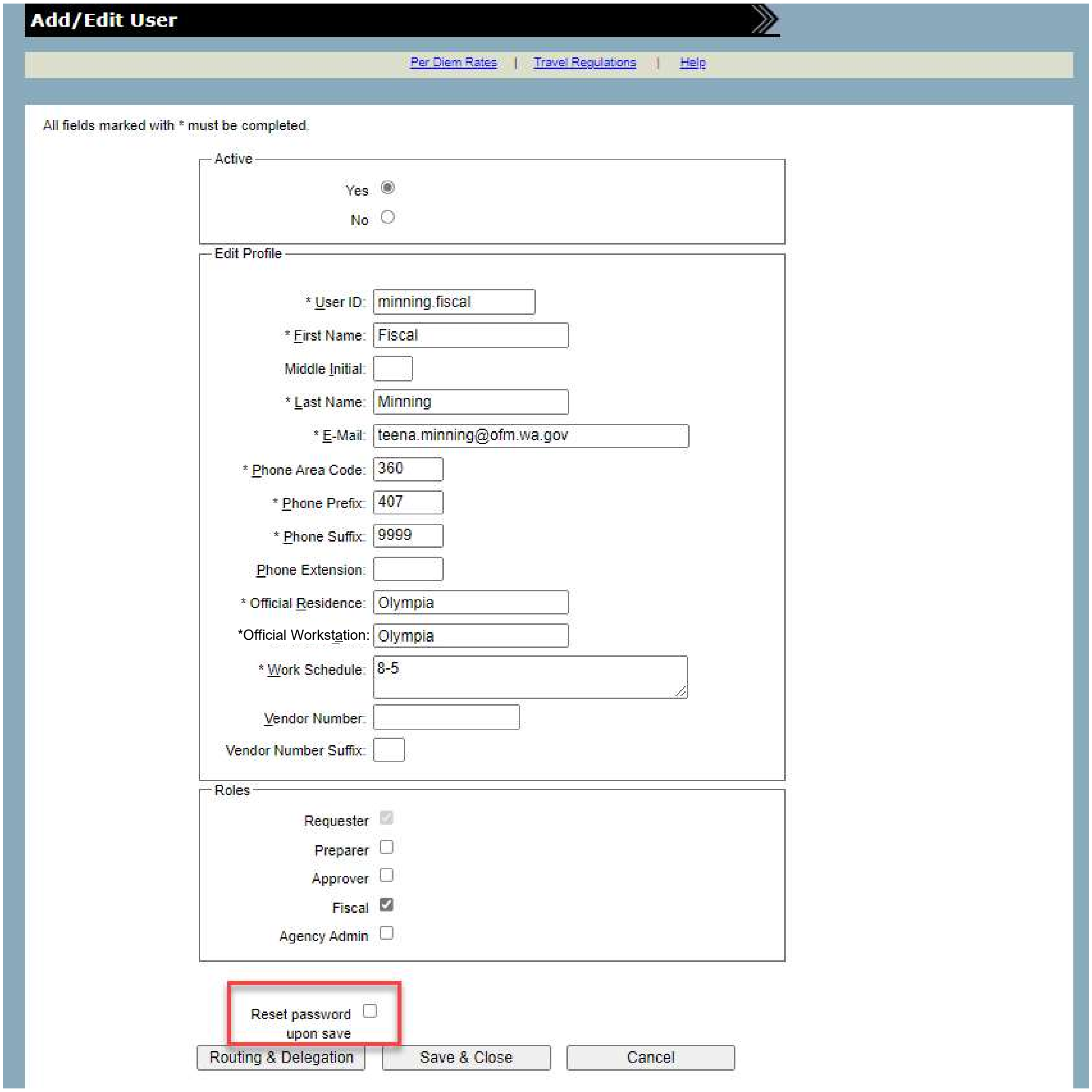
After the return of search results, click the “**reset password**” icon in the Reset Password column of the desired row.

The system will prompt you with the message verifying you’d like to generate a new password for this user. Click “**OK**” to continue or “**Cancel**” to stop the process.

After clicking “**OK**”, the system will confirm the password has been reset. Click “**OK** to close the window.

## Resetting a Password through the User Record

After the return of search results, click the "**pencil**" icon in the edit column of the desired row. This will open the Add/Edit User screen for that record.

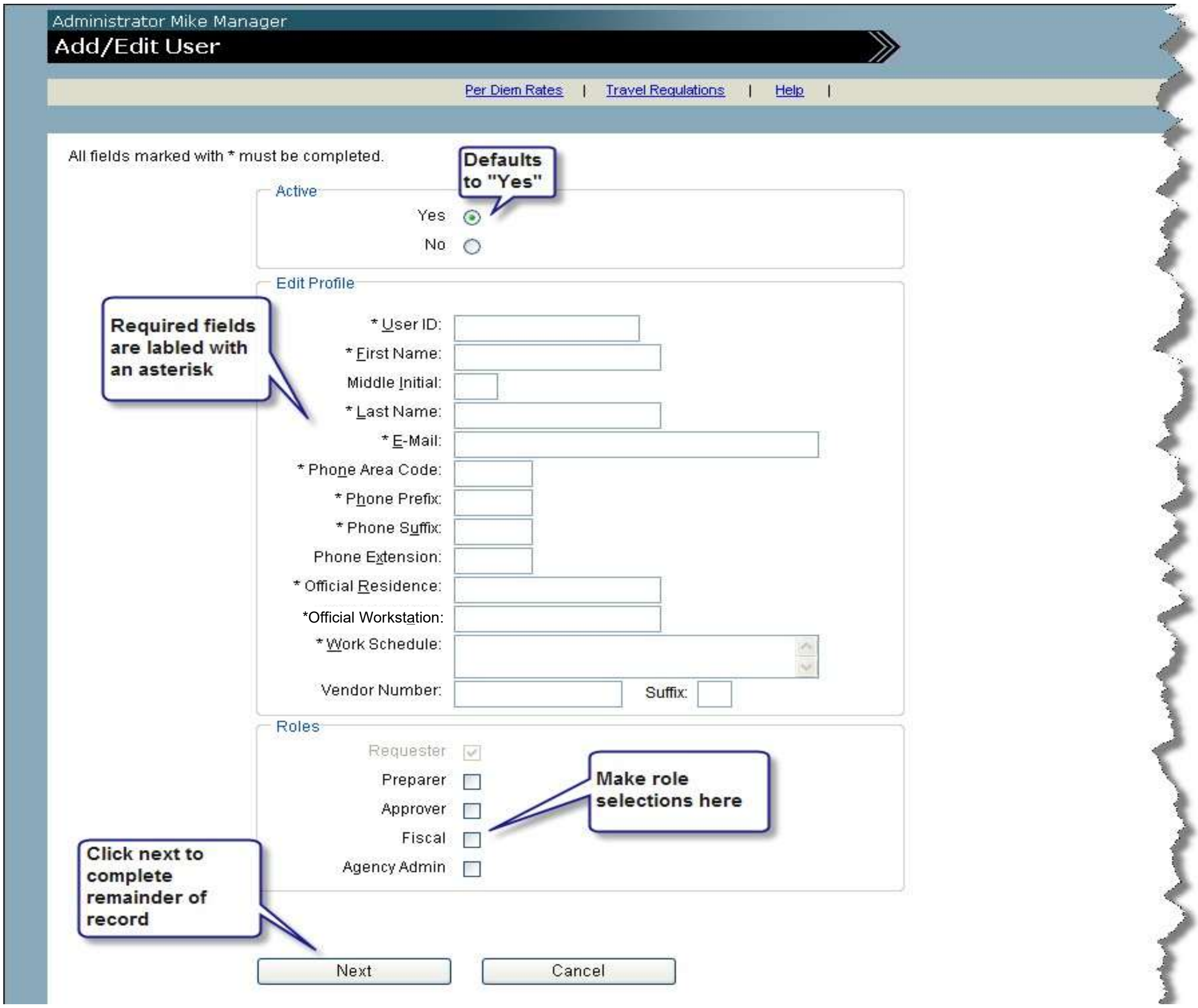



Check the "Reset Password upon save" checkbox at the bottom of the screen.

Click "**Save & Close**". A temporary password will be emailed to the users E-Email noted in the "Edit Profile" section.

## Add New Users


The “Add Users” link is used for adding new users to the system. Clicking the “Add Users” link will display the “Add/Edit User” screen.




The Add/Edit User screen is composed of the following sections:

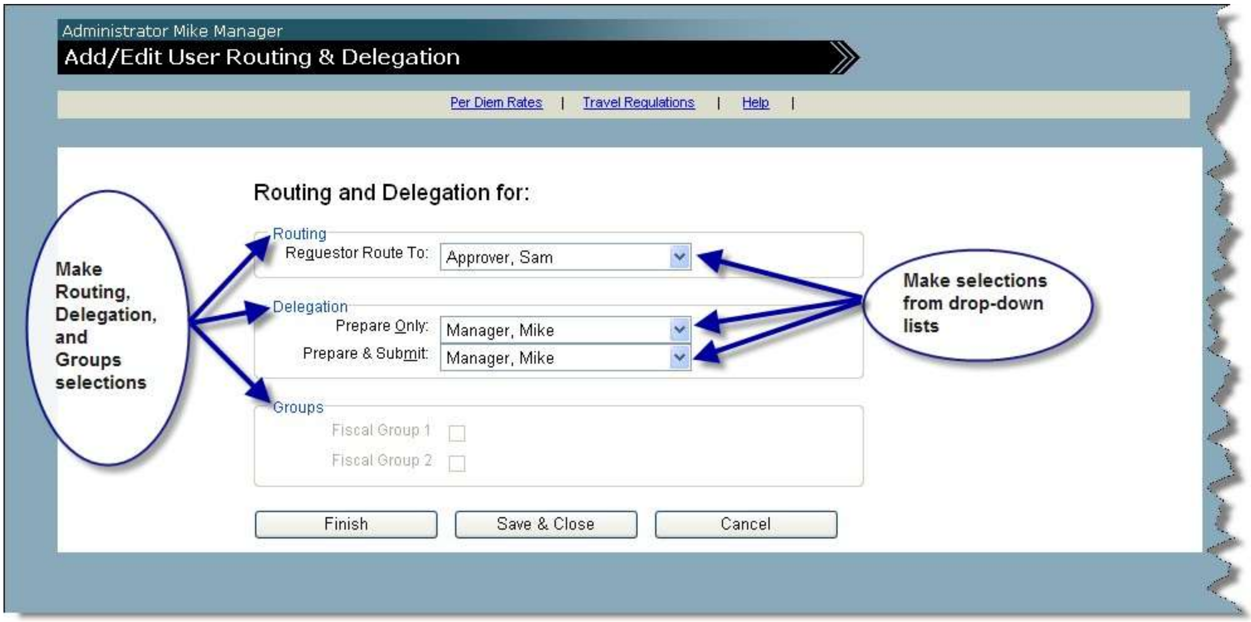
- **Active** – Refers to the user's account status. The options are "Yes" (Active) or "No" (Inactive). "Yes" is default value.

- **Edit Profile** – User specific information is entered here. Fields labeled with an asterisk are required fields and must be completed before the record can be saved

    - **User ID –** The standard configuration is Lastname.Firstname.MI
      Last name (30 characters & alpha/numeric)
      First name (30 characters & alpha/numeric)
      MI-Middle Initial (1 alpha character)
      *Note: Once a user ID is created, TEMS will not allow the same user ID to be added to another agency. Email heretohelp@ofm.wa.gov and ask for all previous user ID's for the employee, then compare and add a different user ID with at least one character changed. Possible suggestions: (Lastname.Firstname.MiddleName or Lastname.Firstname)*

- **Roles** – Selections are made to specify the roles the user will have in the system. All users have a default role of Requestor.
  *The Agency Admin role can be granted by an existing Agency Admin. It is recommended to have an agency process & to follow records retention policies when granting the Agency Admin role.*

Once the above sections are completed, click "**Next**" button to display the "Add/Edit User Routing & Delegation" screen to complete the add user process. This screen is used to make default routing and delegation selections. The User ID & a temporary password will be sent to the new users email address after the "Next" button is clicked.




- **Routing** – Default routing destinations for Requestor and Approver (if necessary) roles are selected. Selections made here will carryover to the new user's profile.

- **Delegation** – Selections can be made for "Prepare Only" and/or "Prepare and Submit". Prepare Only or Prepare and Submit delegations authorizes the user chosen from the dropdown menu to Prepare or Prepare and Submit reimbursement request on behalf of the requestor, the user's whose profile is being added or edited.

- **Groups** – Specifies what group types (if any) the user will belong to. TEMS has two group types: Preparer Groups and Fiscal Groups.

Once the desired information is entered/selected, the user has three processing options:

- "**Finish**" button saves the current record and opens a new blank record.

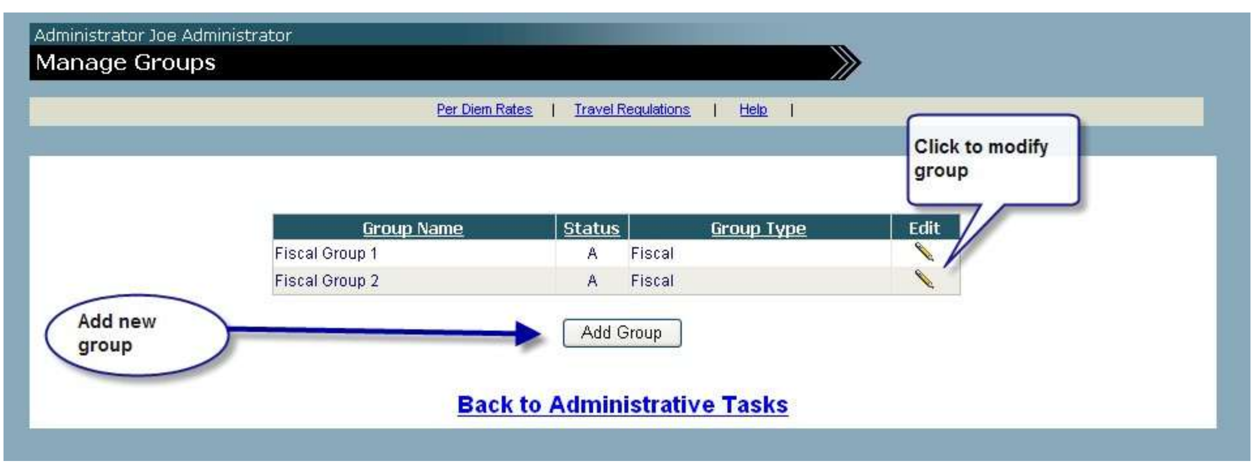
- **"Save & Close**" button saves the current record and then returns to the previous screen.

- "**Cancel**" button does not save the current record and then returns to the previous screen.

## Manage Groups


### Managing Existing Groups

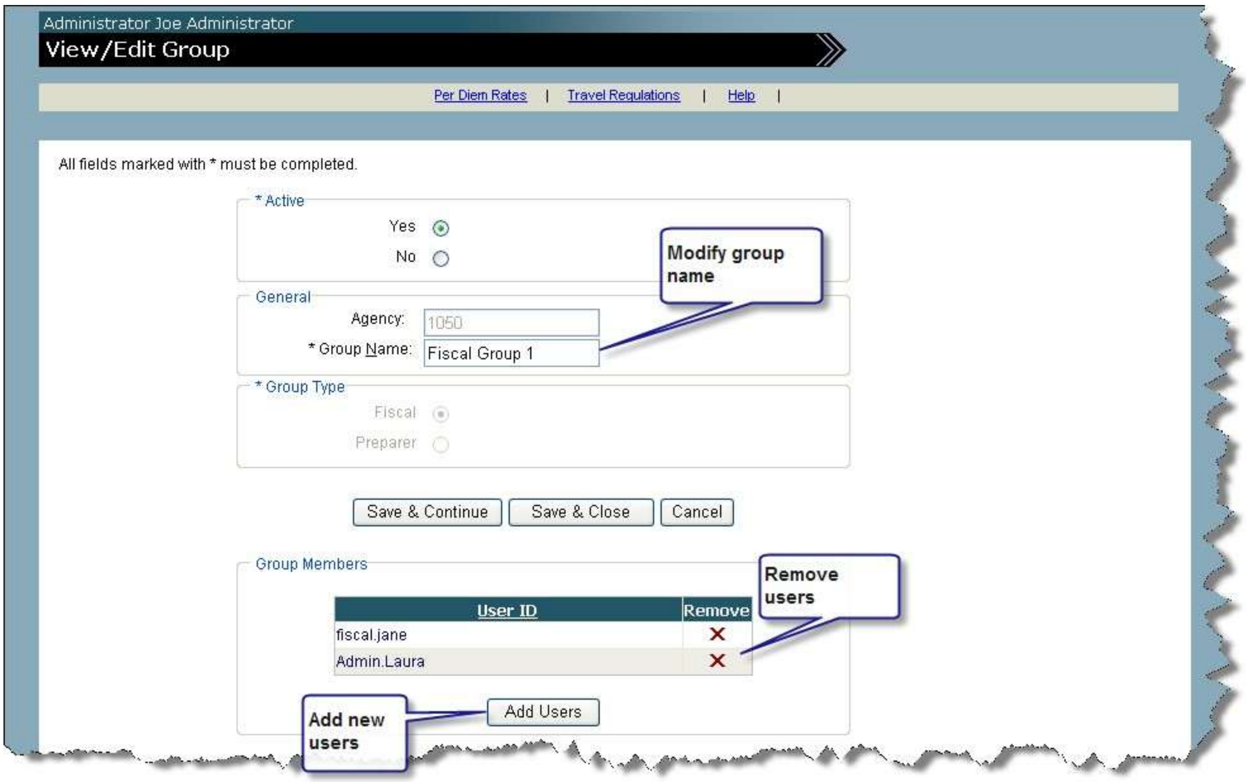
"The Manage Groups" link is used for administration of existing groups. Clicking the Manage Groups link will display the screen below. The Manage Groups screen displays a listing of all groups (active and inactive) within an agency. TEMS uses two types of groups: fiscal and preparer groups. Groups listed on the Manage Groups screen may be sorted by clicking on any of the underlined column headings. Once groups are saved, they cannot be deleted, however they can be inactivated.



## Editing a group

Clicking the Edit icon opens the View/Edit Group screen. From this screen, groups may be edited. The following information may be edited within a group:

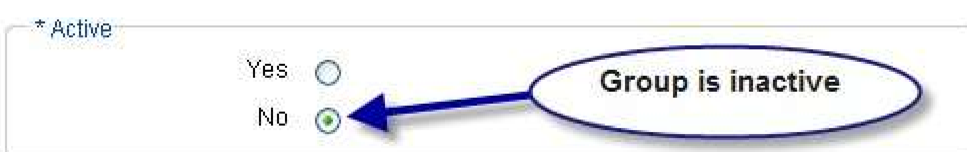
- Active" status
- "Group Name"
- "Group Members" (adding or removing users)




## Inactivating a group

A group may be inactivated by changing the "Yes" (default) to "No" in the Active Section


To begin the inactivation process, click "**No**" in the Active section, then "**Save & Continue"** or "**Save & Close**".

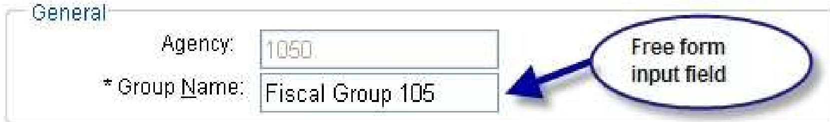


The system will display a warning message verifying the action: “Inactivating a group will cause its users to be removed from the group. Are you sure you want to inactivate this group?”

Click the “**OK**” button to confirm the group inactivation or “**Cancel**” to stop.  As the warning indicates, inactivating a group will remove its users from the group.

**Changing the group name**

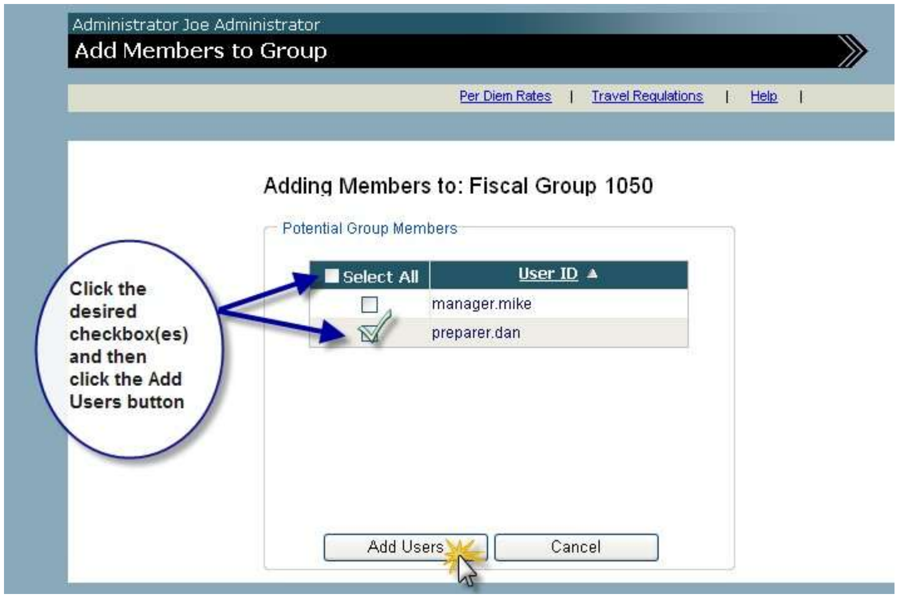
The Group Name is a free form input field.  To change the Group Name, simply type in the new information into the field.



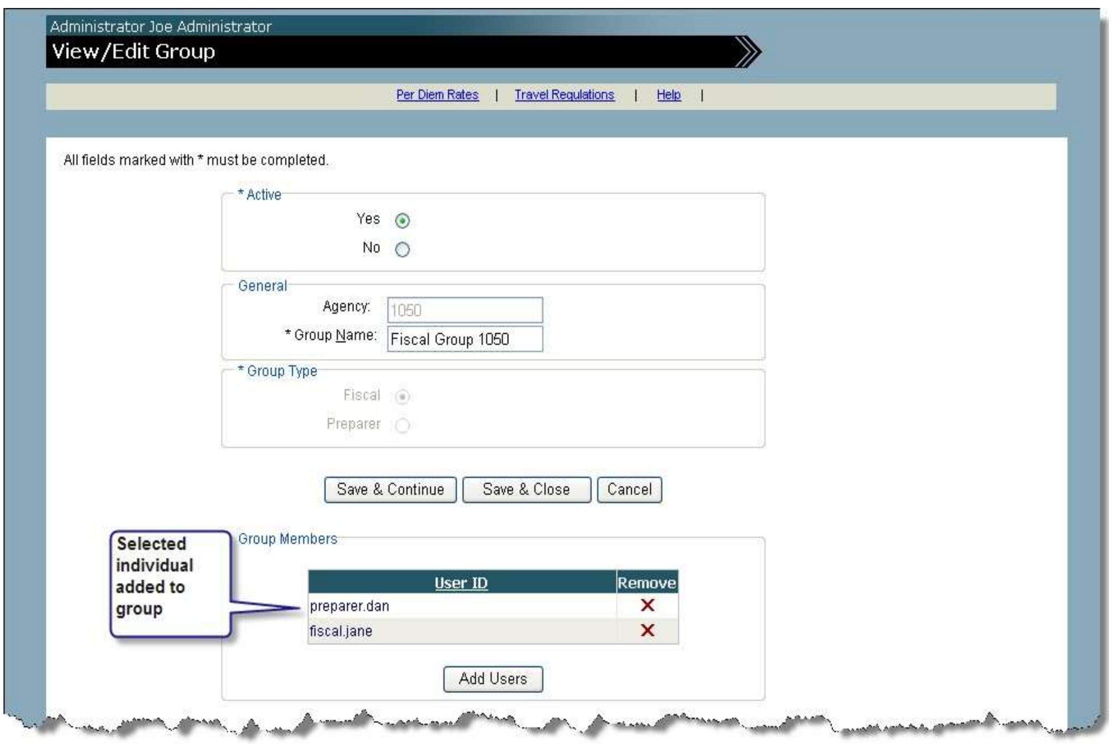


**Adding users to a group**


Clicking the “**Add Users**” button will display the “Add Members to Group” screen which shows a list of potential group members that can be added to the group.

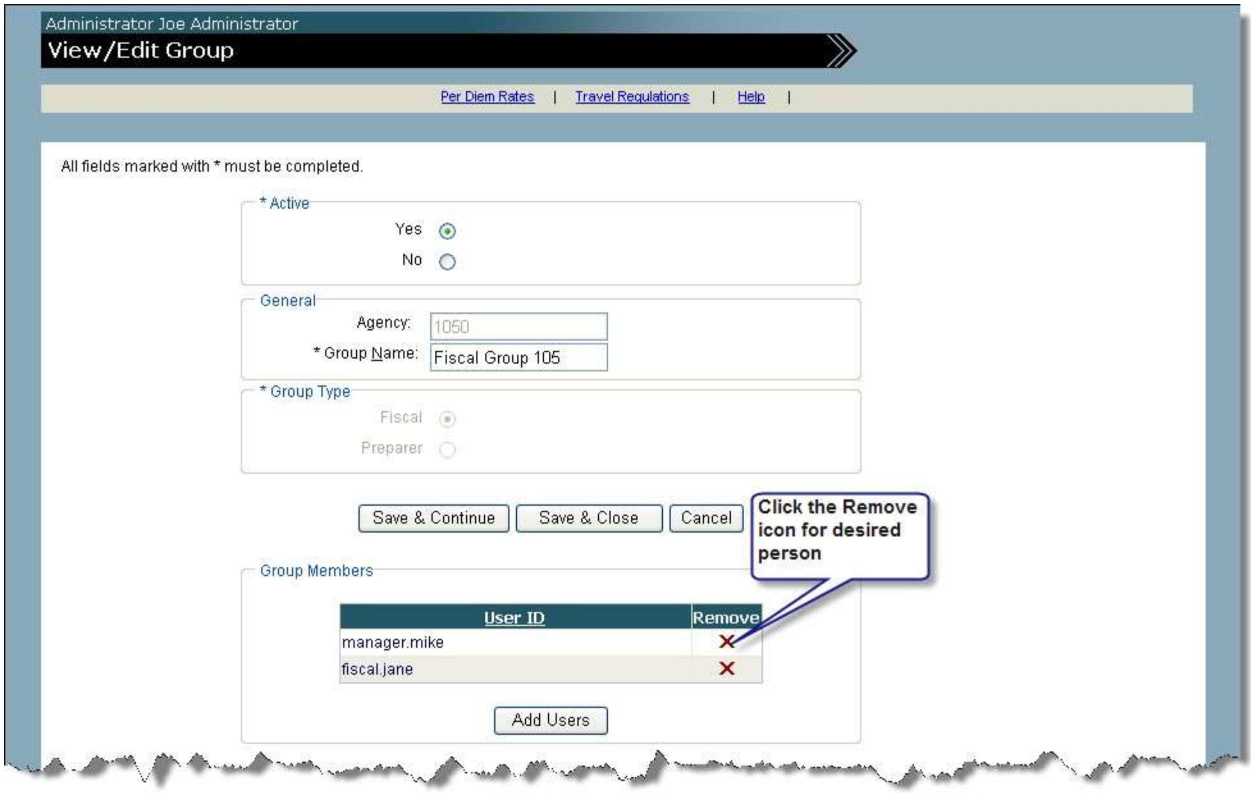



Click the checkbox(es) for the desired users to add, then click the “**Add Users**” button.



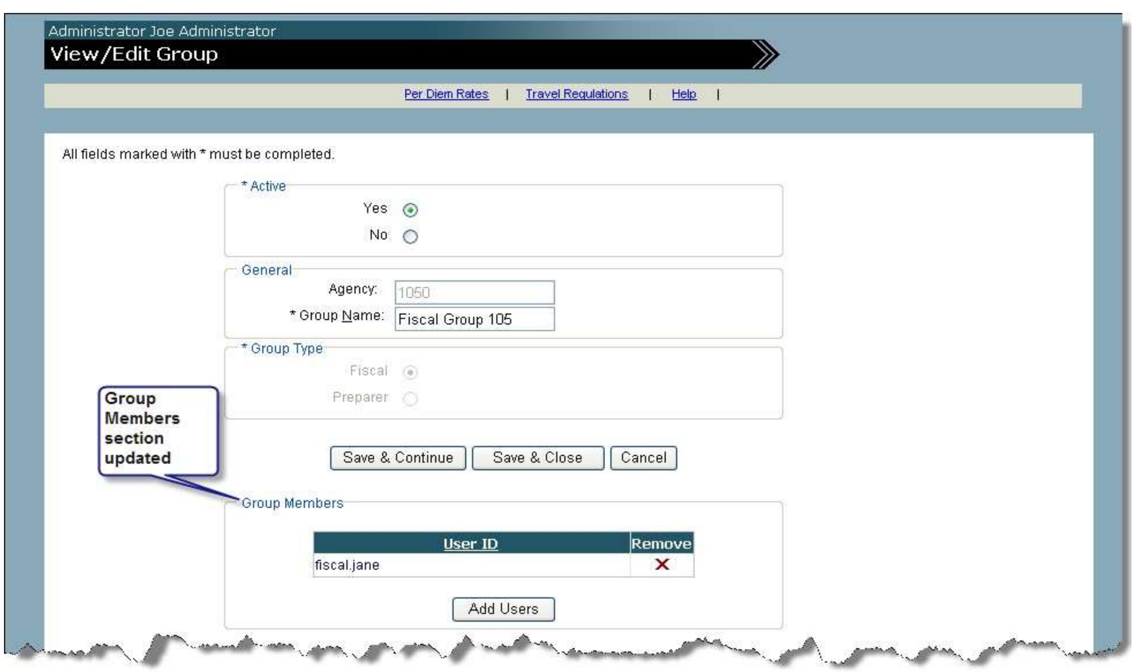

The selected individual(s) will be added to the group.

## Removing users from a group




Click the "**Remove**" icon for the desired person to remove. The system will prompt you with a warning message. Click "**OK**" to continue with the deletion or "**Cancel**" stop the deletion.

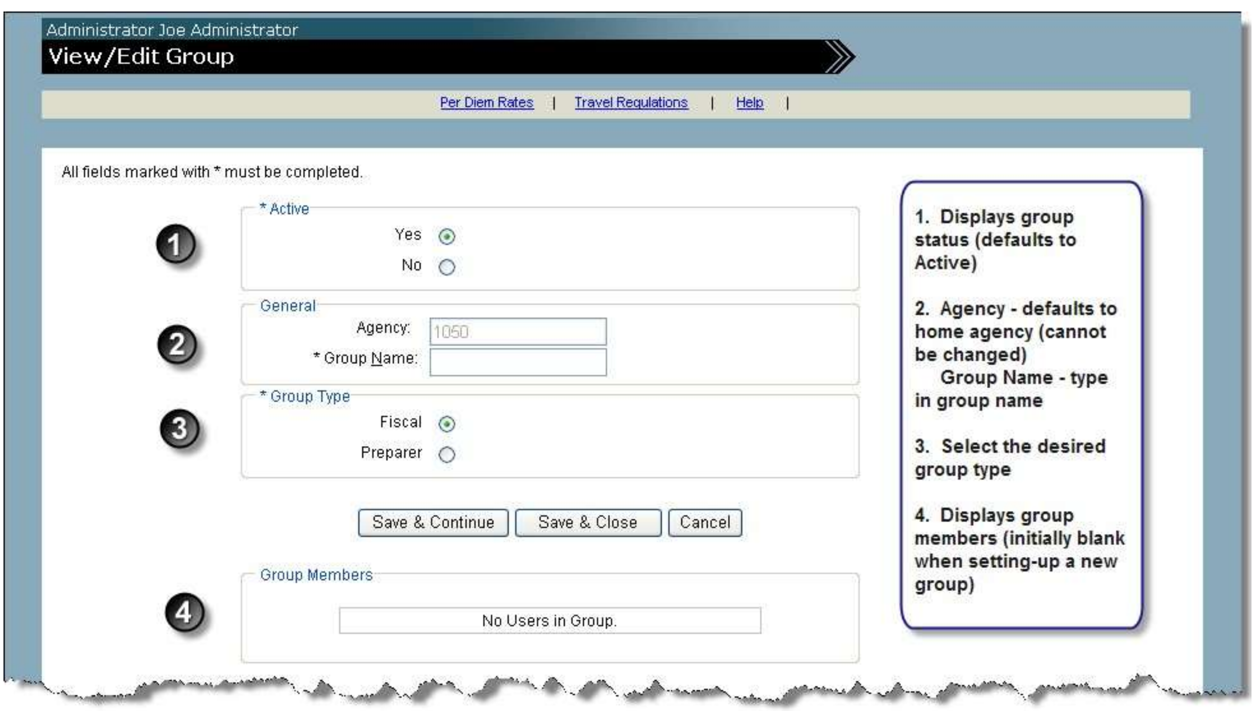
Once the "**OK**" button is clicked on the warning message, the system will display an updated view of the View/Edit Group screen with the selected members removed. Group members removed from the group will be returned to the "Potential Group Members" list.



# Add Groups


## Adding New Groups

Clicking the "Add Groups" link displays the screen below and is used to add new groups.



The View/Edit Group screen has four sections:

1) **Active** section displays the group status. *When setting-up a new group, this section defaults to "Yes".*

2) **General** section is comprised of the Agency and Group Name fields.

   Agency - defaults to the home agency and cannot be changed.

   Group Name – free form input field. Type-in desired group name.

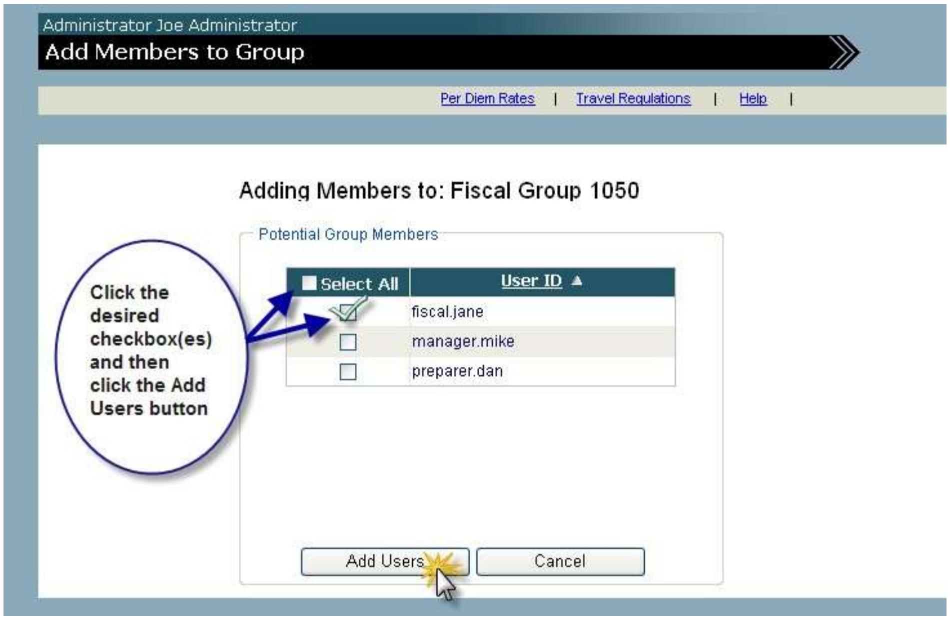
3) **Group Type** section allows the selection of the desired group type.

4) **Group Members** section displays the users who are members of the group. This section is initially blank when setting-up a new group until members are added.

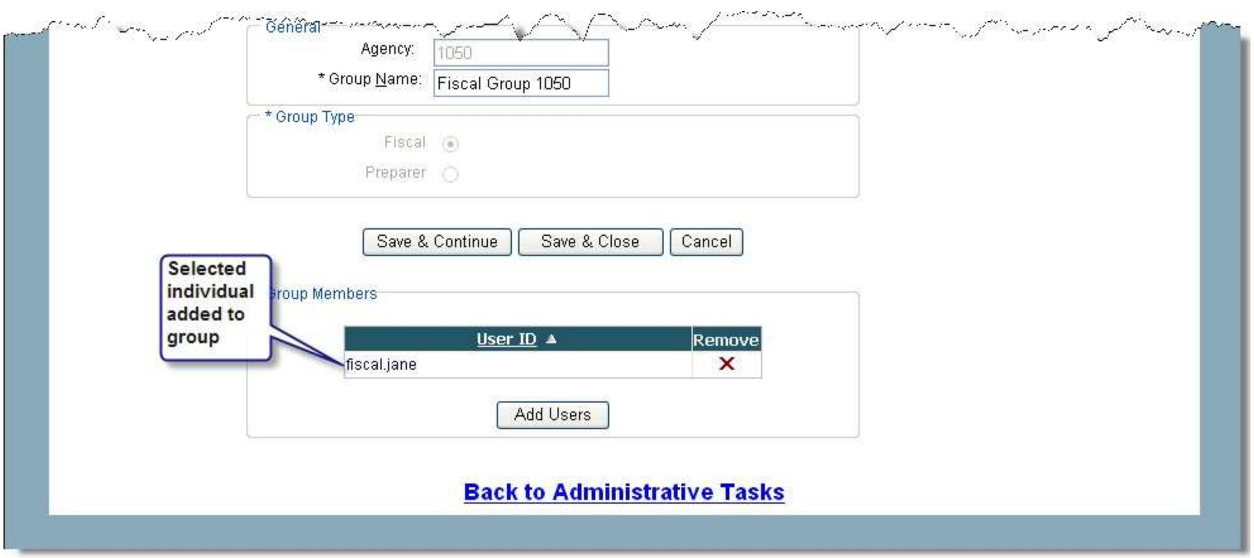
After completing the General and Group Type sections, the system provides three processing options to the user: "**Save & Continue**", "**Save & Close**", and "**Cancel**".

Selecting "**Save & Continue**" button saves the information in the Active, General, and Group Type sections and generates the "**Add Users**" button.


Clicking the "**Add Users**" button will generate a list of potential group members that can be selected to add to the group.




The selected individual(s) will be added to the group.




Selecting “**Save & Close**” saves the information in the Active, General, and Group Type sections and displays the Manage Groups screen.


Selecting "**Cancel**" does not save any information and returns to the Manage Groups screen described above.

**Note:** Preparer groups only have "prepare only" authorization.

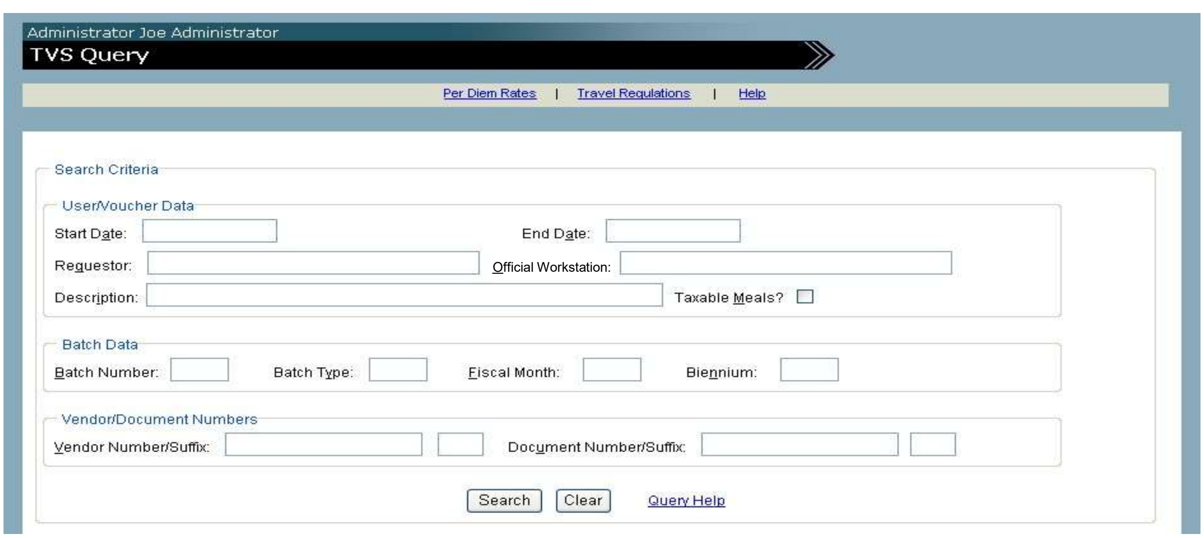
# TVS Historical Report

*Disclaimer, function is still available in TEMS, however the data has been removed from the old Travel Voucher System (TVS). This function no longer works.*


The TVS Historical Report link is used to access TVS Voucher Reports. This feature is only available to users who have the roles of Administrators or Fiscal. Voucher reports of any status from: "Unsubmitted" to "Processed for Payment" is available.

**Conducting a Search**

Clicking the TVS Historical Report link will the display the TVS Query screen below.




The use and performance of this feature is still being finalized at this time. Once completed, this section will contain the appropriate details.

## Glossary

1. **Agency Administrator:** A user that has been granted administrative permission levels for the agency.
2. **Approver:** Someone who is granted authority to approve pre-approval or reimbursement requests for travel and expenses.
3. **Batch Report**: A report that contains batch summary information and the accounting details of travel vouchers sent to AFRS.
4. **Breakfast Rate Amount:** The breakfast portion is 25% of the set daily meals entitlement rounded to the nearest dollar.
5. **Dinner Rate Amount:** The dinner portion is 45% of the set daily meals entitlement rounded to the nearest dollar.
6. **Fiscal User:** A user authorized to review, approve, code and submit a pre-payment or reimbursement request for final processing.

5\. **Foreign Travel**: Travel in all areas of the world outside of the United States of America and its possessions. (SAAM Glossary)

6\. **In-State Travel**: Travel within the state of Washington. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection 10.10.50, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state. (SAAM Glossary)

7\. **Lodging Rate Amount:** Reimbursable lodging expenses include the basic commercial lodging cost and any applicable sales taxes and/or hotel/motel taxes on that amount.

8\. **Lunch Rate Amount:** The lunch portion is 30% of the set daily meals entitlement rounded to the nearest dollar.

9\. **Miscellaneous Expenses:** Miscellaneous travel expenses essential to the transaction of official state business are reimbursable to the traveler. Reimbursable expenses include, but are not limited to:

- Taxi, shuttle, or limousine fares (including a customary tip or gratuity), motor vehicle rentals, parking fees, and ferry and bridge tolls.
- Registration fees required in connection with attendance at approved conventions, conferences, and official meetings.
- Rental of room in a hotel or other place which is used to transact official state business. The room rental is reimbursable as a separate item from lodging when authorized by the agency head or authorized designee.
- Charges for necessary facsimile (fax) services.
- Charges for necessary stenographic or typing services in connection with the preparation of reports and/or correspondence, when authorized by the agency head or authorized designee.
- The actual cost of laundry and/or dry cleaning expenses, as evidenced by a receipt, is authorized for travelers in continuous travel status for five (5) or more days in the continental U.S.A. An allowance is already included in the meals and incidental rates for travel outside CONUS (refer to SAAM, Subsection 10.20.10). Use of a coin-operated Laundromat is allowable.
  If a receipt for a coin-operated Laundromat is not available, the traveler may claim actual expenses up to $50 on the "Detail of Other Expenses" portion of the Travel Expense Voucher (form A20-A) (refer to SAAM, Subsection 10.80.40).

- Mandatory fees charged by lodging facilities for items such as room safes. (SAAM)

10. **Official Residence:** The city, town, or other location where a state official or employee maintains a residence that is used as their primary domicile. Determinations by the agency head or authorized designee regarding a state official or employee's official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence, and the permanent address carried in the state official or employee's personnel or other file. (SAAM Glossary)
11. **Official WorkStation:** The city, town, or other location where the state official or employee's office is located, or the city, town, or location where the state official or employee's work is performed on a permanent basis. For the purposes of these travel regulations, Olympia, Tumwater and Lacey are considered to be the same official station. A state official or employee's official station is to be designated by the agency. It is to be determined by the needs of the agency and not assigned because it is the home or preferred living area of a state official or employee. (SAAM Glossary)
12. **Out-Of-State Travel**: Travel anywhere outside the boundaries of the state of Washington is to be coded as out-of-state travel. However, with respect to the requirement for prior authorization of out-of-state travel in Subsection 10.10.50, travel to counties and/or cities in the states of Idaho and Oregon that are contiguous to the border between Washington-Idaho or Washington-Oregon shall not be considered out-of-state. (SAAM Glossary)
13. **Per Diem Expenses:** Daily travel costs covering both lodging expenses and subsistence expenses while in travel status. (SAAM Glossary)
14. **Preparer:** A user that requests pre-approval or reimbursement for travel and expenses on behalf of someone else.
15. **Reimbursement Request:** A request for payment of actual business expenses incurred.
16. **Requestor:** A user that requests pre-approval or reimbursement for travel and expenses.
17. **Privately Owned Vehicle (POV):** A vehicle privately owned, leased, or borrowed by a state driver for which the driver receives or is entitled to receive monetary reimbursement or per diem when the vehicle is used to conduct official state business. The state driver is responsible to maintain vehicle insurance on the POV in compliance with Washington mandatory liability insurance requirements as defined in RCW 46.29 and RCW 46.30. Refer to Subsection 12.40.20 (SAAM Glossary)
18. **System Administrator:** A user that has been granted all system administrative permission levels for TEMS.
19. **Travel Status**: The official status of a traveler when the traveler is away from both the official residence and the official station, exclusive of commuting between the traveler's official station and official residence, on state-related business. (SAAM Glossary)
20. **Trip:** The time from which a person enters travel status to the time the person leaves travel status.

# Appendix A

## E-mail Notification

The following e-mail notifications will be sent when a reimbursement request is processed.

| Action | Receives Direct E-Mail | Receives CC of E-Mail |
|---|---|---|
| **Preparer** with "Prepare Only" authority completes reimbursement request for Requestor and submits to Requestor. | Requestor | None |
| **Preparer** completes reimbursement request with "Prepare and Submit" authority for Requestor and submits to Approver | Approver | Requestor |
| **Requestor** completes reimbursement request and submits to Approver | Approver | None |
| **Approver (1)** approves reimbursement request prepared by Requestor and sends to Fiscal | | Requestor |
| **Approver (1)** approves reimbursement request prepared by submitter with "Prepare Only" authority and sends to Fiscal | | Requestor |
| **Approver (1)** approves reimbursement request prepared by submitter with "Prepare and Submit" authority and sends to Fiscal | | Preparer<br>Requestor |
| **Approver (1)** denies reimbursement request prepared by Requestor | Requestor | None |
| **Approver (1)** denies reimbursement request prepared by submitter with "Prepare Only" authority | Requestor | None |
| **Approver (1)** denies reimbursement request prepared by submitter with "Prepare and Submit" authority | Requestor | Preparer |
| **Approver (1)** returns a reimbursement request for changes prepared by Requestor | Requestor | None |
| **Approver (1)** returns a reimbursement request for changes prepared by submitter with "Prepare and Submit" authority | Requestor | Preparer |

| | | |
|---|---|---|
| **Approver (2)** approves reimbursement request prepared by Requestor and sends to Fiscal | | Requestor |
| **Approver (2)** approves reimbursement request prepared by submitter with “Prepare Only” authority and sends to Fiscal | | Requestor |
| **Approver (2)** approves reimbursement request prepared by submitter with “Prepare and submit” authority and sends to Fiscal | | Preparer<br>Requestor |
| **Approver (2)** denies reimbursement request prepared by Requestor | Requestor | None |
| **Approver (2)** denies reimbursement request prepared by submitter with “Prepare Only” authority | Requestor | None |
| **Approver (2)** denies reimbursement request prepared by submitter with “Prepare and Submit” authority | Requestor | Preparer |
| **Approver (2)** returns a reimbursement request for changes prepared by Requestor | Requestor | None |
| **Approver (2)** returns a reimbursement request for changes prepared by submitter with “Prepare Only” authority | Requestor | None |
| **Approver (2)** returns a reimbursement request for changes prepared by submitter with “Prepare and Submit” authority | Requestor | Preparer |
| **Approver (2)** returns a reimbursement request for changes to Approver (1) | Approver (1) | Requestor |
| **Fiscal** approves a reimbursement request prepared by Requestor and received from Approver (1 or 2) | Requestor | None |
| **Fiscal** approves a reimbursement request prepared by submitter with “Prepare Only” authority and received from Approver (1 or 2) | Requestor | None |
| **Fiscal** approves a reimbursement request prepared by submitter with “Prepare and Submit” authority and received from Approver (1 or 2) | Requestor | Preparer |
| **Fiscal** denies a reimbursement request prepared by Requestor and received from Approver (1 or 2) | Requestor | None |

| | | |
|---|---|---|
| **Fiscal** denies a reimbursement request prepared by submitter with “Prepare Only” authority and received from Approver (1 or 2) | Requestor | None |
| **Fiscal** denies a reimbursement request prepared by submitter with “Prepare and Submit” authority and received from Approver (1 or 2) | Requestor | Preparer |
| **Fiscal** returns a reimbursement request for changes prepared by Requestor and received from Approver (1 or 2) | Requestor | None |
| **Fiscal** returns a reimbursement request for changes prepared by submitter with “Prepare Only” authorization and received from Approver (1 or 2) | Requestor | None |
| **Fiscal** returns a reimbursement request for changes prepared by submitter with “Prepare and Submit” authorization and received from Approver (1 or 2) | Requestor | Preparer |
| **Fiscal** processes reimbursement request for payment that was prepared by Requestor | Requestor | None |
| **Fiscal** processes reimbursement request for payment that was prepared by submitter with “Prepare Only” authorization | Requestor | None |
| **Fiscal** processes reimbursement request for payment that was prepared by submitter with “Prepare and Submit” authorization | Requestor | Preparer |

# Appendix B

## System Help


Clicking the Help link will display the Help Home page which provides a TEMS help contact list for agencies:

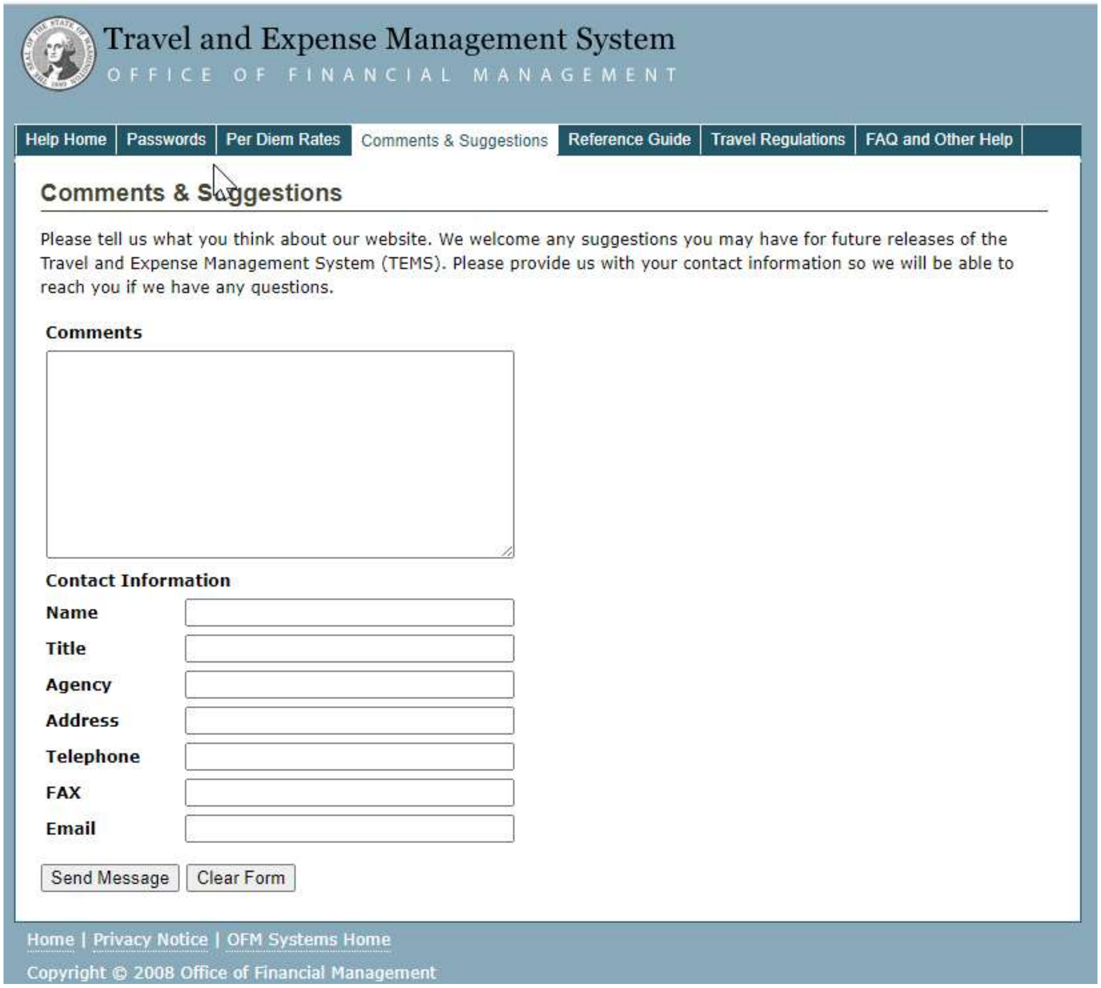

TEMS provides a two-tier help system. The contact list linked on this page provides the agency level contacts. The OFM Helpdesk contact for system assistance is also provided on this page. Agency specific questions, i.e. agency policies are best directed to the agency contact.

The Help menu bar also displays other options.

The **Passwords** tab provides information regarding the process of changing passwords as well as guidelines for password structure.

The **Per Diem Rates** Link provides access to related sub-links:

The **Comments & Suggestions** Link provides a way for users to submit suggestions and comments concerning the system. These suggestions and comments are submitted directly to the TEMS Product Consultants for review.




The **Reference Guide** Link opens the TEMS Reference Guide in PDF Format. The guide may be viewed online or printed.

The **Travel Regulations** Link provides direct access to state-wide travel regulations in the State Administrative and Accounting Manual.

The **FAQ and Other Help** tab provides links to frequently asked questions and other help documents.

# Appendix C

## TEMS Reports

The Travel and Expense Management System (TEMS) offers several reports available through the Enterprise Reporting (ER) application under the TEMS Reports Folder in ER reporting portal.

Please contact the **OFM Help Desk** at (360) 407-9100 for more information about these reports or on how to obtain access to ER.

**Report Inventory (these are available through ER)**

| Report No. | Report Name | Report Description |
|---|---|---|
| TEM001 | Reimbursement Request Details Approval Process Performance Report | Displays the workflow of a reimbursement request from creation to payment. |
| TEM002 | Travel Advance Report | Displays a comparison of travel advance(s) issued to travel expenses claimed. |
| TEM003 | Meal Report for Non-Overnight Trips | Displays meal information associated with non-overnight trips. |
| TEM004 | Privately Owned Vehicle Mileage Report | Displays privately owned vehicle mileage information associated with trips. |
| TEM005 | Out of State Travel Report | Displays information regarding trips with destinations outside of Washington State. |
| TEM006 | Out of Country Travel Report | Displays information regarding trips with destinations outside of the United States. |
| TEM007 | Returned Reimbursement Request Report | Displays information regarding reimbursement requests that have been “returned for changes” or “denied”. |
| TEM008 | Destination Report | Displays trip information for a requested destination(s). |
| TEM009 | Trip ID Report | Displays trip information by requestors with start date and end date. |

# Appendix D

## Abbreviations

**AFRS**
Agency Financial Reporting System

**AI**
Appropriation Index

**BatTyp**
Batch Type

**Bien**
Biennium

**Doc Date**
Document Date

**ER**
Enterprise Reporting

**FM**
Fiscal Month

**HTML**
Hypertext Markup Language

**IRS**
Internal Revenue Service

**MI**
Master Index

**Misc**
Miscellaneous Travel Expenses

**OFM**
Office of Financial Management

**Org**
Organization Index

**PI**
Program Index

**Proj**

Project

**RR ID**

Reimbursement Request Identification

**SAAM**

State Administrative & Accounting Manual

**Sfx**

Suffix

**SO**

Subobject

**SSO**

Sub-subobject

**SubPr**

Sub Project

**TC**

Transaction Code

**TEMS**

Travel and Expense Management System

**TVS**

Travel Voucher System