Creating a Reimbursement (TR) Based on an Approved Travel Authorization (TA)

This sheet provides an overview of how to create a reimbursement (TR) based on an approved Travel Authorization (TA).

If you have any other questions or concerns, please don’t hesitate to contact Travel Services at:

Travel Services
x3341 | MS-1420 | Travel.Services@wwu.edu

Log Into TEM

- Access TEM from myWestern, the TEM homepage, or directly from this url: https://tvlwwis.wwu.edu/tvlexp/tvlexp-flex/index.html
- Log in with your Universal username and password, if prompted

Create Your New TR

- Open the Expense Manager tab and then go to your Authorization Reports list
- Find the approved TA for the trip you want to create a reimbursement (TR) for
- Select the TA by clicking it once, then click the Generate Expense Report button in lower-right corner
- When presented with the Generate Expense Report screen, modify the Report Name and Affiliation if necessary, but DO NOT change the default Report Date
- Click the Save button the Generate Expense Report screen when finished

Open and Modify Your New TR

- Open the Expense Manager tab and go to your Expense Reports list
- Locate your newly created reimbursement (TR) and open it
- Use the section headers on the left-hand side of the screen to navigate to the respective areas of your TR that you would like to modify (e.g. General Information, Itinerary, Expenses, Comments, etc.)
- Modify the estimates transferred into your TR until they reflect the actual dates/times, expenses, etc. that occurred during the trip

Finalize and Submit your TA

- Click on the View or Submit Report button in the lower-right corner of the screen
- Review the information entered on your TR, revise as necessary
- Use the “attachments” section header from the left side of the screen to attach any necessary backup documentation (e.g. receipts)
- Submit your TR by clicking the Submit button