

Travel Expense Module Updates

Office of Procurement Services

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Single Use Account (SUA)

Now Available in TEM!

Single Use Credit Card option used for the following transactions:

- **Conference registration**
- **One night hotel deposit**
- **Step-by-step instructions included in TODD**



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Travel@IU Retirement

- **No new trip initiation after 4/1/2017**
- **Complete shutdown of Travel@IU on 7/1/2017**





Travel Advances

- **Travel advances are now being initiated in TEM**
 - **Request an Advance form from Travel Management Services**
 - **Submit to Travel at least 3 weeks prior to the trip begin date**
-
- A faint, semi-transparent image of a commercial airplane in flight is visible in the background, positioned behind the text. The airplane is shown from a low angle, flying towards the right side of the frame.



Group Travel

Can be submitted in TEM!

- **Do not use the Group Travel tab**
- **Attach a roster along with the supporting documentation on the TR**
- **Object code 4088 cannot be used on the TA but can be changed on the TR**



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Automatic Trip Reimbursement

- **Trips with Mileage only**
- **Routes directly to FO skipping Travel Management**





Profile - Update Name

Edit TemProfile hide

Old		New	
TEM Profile		TEM Profile	
Traveler Type Code:	Employee/Student	Traveler Type Code:	Employee/Student
Last Update:	05/22/2016	Last Update:	05/22/2016
Updated By:	KFS conversion	Updated By:	KFS conversion
First Name:	MARIAN S	First Name:	MARIAN S
		Update Name:	<input type="text" value="update name"/>
Email:	clephanm@iu.edu	Email:	clephanm@iu.edu
Middle Name:		Middle Name:	
Last Name:	CLEPHANE	Last Name:	CLEPHANE



Profile - Update Name

Edit TemProfile * ▼ hide

Old		New	
TEM Profile		TEM Profile	
Traveler Type Code:	Employee/Student	Traveler Type Code:	Employee/Student
Last Update:	05/22/2016	Last Update:	05/22/2016
Updated By:	KFS conversion	Updated By:	KFS conversion
First Name:	MARIAN S	First Name:	MISSY *
		Update Name:	<input type="text" value="update name"/>
Email:	clephanm@iu.edu	Email:	clephanm@iu.edu
Middle Name:		Middle Name:	*
Last Name:	CLEPHANE	Last Name:	CLEPHANE



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Questions???

