

# TEM GUIDELINES TO A SUCCESSFUL AT/ER SUBMISSION!

## GENERAL FUNDS

\*\*\*Please make sure all backup docs are uploaded as a .pdf on TEM.\*\*\*

\*\*\*DO NOT include symbols (like: , ' -- .) in attachment file names.\*\*\*

\*\*\*Each report on TEM must include at least one reimbursable expense line.\*\*\*

\*\*\*Itinerary dates on report should be business dates only. List personal days in "Comments" section.\*\*\*

### TRAVEL AUTHORIZATIONS:

- Should be obtained before making any travel payments.
- NOTE: Failure to do so requires written justification and corrective action by the traveler and the department head--to be scanned in with backup docs.
- Written backup for travel purpose must be attached.
- Official business agenda must be attached if available.

### AIRFARE COMPARISONS:

- If personal days are being added to the trip, flight comparisons for business days must be attached, and also for the whole trip--business and personal travel dates. This must be completed at the time the AT is approved, to show where the most economic price and efficient route was found.

### EXPENSE REPORTS:

- Should be filed within 15 days of completion of the trip. If filed late, justification must be attached.
- NOTE: If your expense report is submitted over 90 days after the due date, reimbursement can be disallowed.

### RECEIPTS/EVIDENCE: Up to \$25.00 may be reimbursed without a receipt.

- Must include item description, date paid, rates charged.
- Commercial lodging receipts including the name and location of the hotel, the dates stayed, daily rates & charges, total paid.
- Airfare itinerary including flight schedules & billing detail.
- List out payment method and payer name in description if not available on printouts.

### MEALS:

- Per diem allowance must be the city where the traveler spends the night.
- Provided meals (except airline meals) must be deducted (example--hotel continental breakfast, conference meals provided, etc.).

### MILEAGE:

- Detailed mileage report, including actual Odometer readings, should be attached.
- Online driving directions map printout showing estimated miles should be attached.
- Mileage allowance total shall be limited to the commercial airfare comparison.

### CAR RENTALS:

- Must be approved in advance based on essential business purpose.
- Rental comparison (lowest and most economical rate - economy/compact class only) must be attached.
- NOTE: Business reason for renting vehicles larger than economy must be attached.
- Traveler must meet the Safe Driver Criteria to be authorized to drive for business.
- Insurance cost should not be included for domestic/Canada rental except vans or other unusually high value vehicles.

### INTERNATIONAL TRAVEL:

- Approved Export Control form must be attached.
- Foreign receipts must be itemized by type of expense in English.
- Currency exchange rates must be provided for payments not converted to, or reported in, U.S. dollars by the vendor/bank.

If you have questions, please feel free to email our travel department at [uaa\\_traveldept@alaska.edu](mailto:uaa_traveldept@alaska.edu).