

## Travel and Expense Management System

### What is it?:

- Online system for submitting travel and expense reimbursement vouchers to University Payables.
- Addition of T-Card (for staff) to reduce out-of-pocket expenses (for everyone else)

### Why the change?:

- Tracks expenses, allowing University to negotiate preferred pricing
- Streamlines process/eliminates paper
- Routes electronically (no wet signatures)
- No re-entry of data (thereby reducing errors)

### What do I have to do?:

- **Create proxies before you can be reimbursed:**
  - Logon to <https://travelexpense.admin.uillinois.edu/>
  - Click on “My Info” (upper right)
  - Click on “Creator Proxy” tab
  - From the application box drop-down, select “Expense Report”
  - In the Proxy User ID box, enter **annbyers**
  - Click on “Add proxy”
  - In the Proxy User ID box, enter **drennan**
  - Click on “Add proxy”
- **To use an online site (ie. Travelocity, United) for yourself or your student:**
  - Make your own travel selections and save the itinerary. Be sure to use a US airlines if using Federal funding.
  - Come see the appropriate staff member in person:
    - If IMSE or GEAR is paying:
      - Adrienne Harris, Mathematics, [harris2@illinois.edu](mailto:harris2@illinois.edu), 300-2588
    - All others:
      - Ann Byers, Mathematics, [annbyers@illinois.edu](mailto:annbyers@illinois.edu), 333-8406, UIN 675682999
  - Login to your itinerary so she can add the credit card and print the required documentation.
  - Email the staff member who is traveling, where, why, conference name (if applicable) and source of funds.
- **What if I want to use an online site, but I am not in town, or it is for my visitor?**
  - We prefer you or your visitor use a travel agent (see below). Sending itineraries by email leaves the staff making decisions only you should make about your travel experience.
- **To use a travel agent for yourself, your student, or your visitor:**
  - Call or email any local travel agency
  - Provide:
    - Your name, as on your passport (international trip) or driver’s license (domestic trip)

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- Your birthdate
- Your cell phone number
- Your frequent flyer number
- Any travel preferences (aisle, vegetarian)
- The travel details, including if using a Federal Grant
- Your department contact information:
  - If IMSE or GEAR is paying:
    - Adrienne Harris, Mathematics, [harris2@illinois.edu](mailto:harris2@illinois.edu), 300-2588
  - All other travel:
    - Ann Byers, Mathematics, [annbyers@illinois.edu](mailto:annbyers@illinois.edu), 333-8406, UIN 675682999
- **Fill out the usual form and turn in the usual receipts when you return from your trip.**
- **Submit your travel voucher when asked.**
  - Although a staff member will prepare your travel or reimbursement voucher, *YOU MUST LOGON AND SUBMIT* the travel voucher in lieu of your wet signature. No submission, no payment.

### Will this change hotel reservations or reimbursements to my visitors, or reimbursements for non-travel related expenses?:

- No! Complete the same forms and expect the same good service.

### How are other (non-airfare) arrangements made?

- **Hotel:** Make the reservation yourself and turn in your receipts for reimbursement when you return.
- **Bus or train:** You can make the reservation yourself and be reimbursed, OR you can have any of the business office staff make the arrangements for you and pay directly.
- **Car rental:** Make the reservation yourself and turn in receipts when you return. We have discount programs with:
  - **National Car Rental:** [https://www.nationalcar.com/index.do?action=/hotDealsTemplate&msg=ZL\\_BigTen\\_Illinois\\_offer](https://www.nationalcar.com/index.do?action=/hotDealsTemplate&msg=ZL_BigTen_Illinois_offer) will provide an additional \$2.00 per day discount. You can also call 800-227-7368 and refer to corporate ID 5004460
  - **Enterprise:** [http://www.enterprise.com/car\\_rental/home.do](http://www.enterprise.com/car_rental/home.do) and select "Business Rentals". Our corporate ID is XZ62053 and the PIN is UNI. You can also call them at 800-325-8007.

### Can I have a travel card (TCard)?:

- No. Current thought in Mathematics is your time (learning the policies, completing your own travel vouchers, reconciling your own expenses) is better spent teaching and researching. If you really, really want one, see Wendy Harris.

### Where else can I get information about this system?:

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- TEM: <http://www.obfs.uillinois.edu/tem-resources/>