

## **TEM Expense Report Backup**

Once the final approver approves an Expense Report, all necessary backup related to the trip must be sent to [UAF-TEM@alaska.edu](mailto:UAF-TEM@alaska.edu).

### **How to print your Authorization Detail Report:**

Expense Manager Tab

Authorization Reports

Click on the AT from the Authorization Report List

Click the Print button (bottom right)

Choose Detail Report

This will open a PDF

Print or save as PDF

### **How to print your Expense Report Detail Report:**

Expense Manager Tab

Expense Reports

Click on the ER from the Expense Report List

Click the Print button (bottom right)

Choose Detail Report

This will open a PDF

Print or save as PDF

### **Compile all expense documents in to PDF format with the following naming convention:**

ERDocumentnumber\_Last name

Example:

ER001234\_Smith

## **TEM Expense Report Backup**

### **Email backup:**

Attach your receipts and expense report backup information scan and email to:

[UAF-TEM@alaska.edu](mailto:UAF-TEM@alaska.edu)

**Subject line must read ERDocumentnumbers\_Last Name**

**Example:**

**ER001234\_Last Name**

### **Check list for documents required:**

When emailing please email your receipts in this order: (same as paper process)

**ER detail report**

**AT approved detail report**

**Agenda registration information**

**Lodging**

**Airfare**

**Airfare comparisons if applicable**

**Ground transportation**

**Miscellaneous receipts**

**Narrative on any unusual or unclear changes or travel routing that will provide clear documentation**