Submitting an Expense Report Created By a Proxy

1. Your proxy will notify you when your expense report is ready for review and submission.
2. Login to the TEM system
3. Your expense report will be listed on the “My Documents” tab, as shown in the example below.
4. Click on the “edit” button, which is circled in red below.

![Expense Management Interface](image-url)
5. An overview of your expense report will be displayed similar to the example below.
6. To view your expense report details, click on the “Items” tab as shown in the example below.
7. If you approve of the expense report created by your Proxy, click on the submit button circled in red in the example below.
8. Once you click on the submit button, a Travel Certification screen will be displayed. This certification replaces the wet signature previously required on paper travel reimbursement forms. An example of the Travel Certification screen is shown below.

9. Click the “Continue” button, circled in red in the example below.
10. Your expense report will now be forwarded to a college designated approver and routed from there to University Payables for processing.

11. You can view the status of submitted expense reports in TEM under the “My Documents” tab as shown in the example below. The expense report will be listed in your “My Documents” tab until it has been paid.