You can now make your reservation/s using the SUA card number. Be certain to use the button now reads 'show card info'. Click that action item to view your card.

Step 7
When the status is 'Open for Reimbursement' you are ready to request the card number. Open the TA and retrieve the card number so that you can make your reservation. Once the document has been final approved, you will receive notification that will allow you to retrieve the card number.

Step 5
Complete the remaining fields on the TA and submit for approval.

Step 4
The transaction is completed on a Travel Authorization (TA). Complete the Trip Overview information validating the prepayment/s request to the message. The document will not be able to proceed until the fiscal officer approves the document. For all prepayments you must open the Supporting Document tab and click 'send document based on the name. There is card validation on the merchant name that is listed on the TA.

Step 2
Enter the Expense Amount, the Merchant Name and click 'add'. Be certain that the Merchant Name entered is the name of the Merchant that needs to be paid. Additionally, the 4088 group object code cannot be used on the TA in TEM, however, the Group roster along with the supporting documentation on the TR document in the Supporting Document tab can be used. The single use account is a credit card is used by Arrangers and Travelers in TEM for:

- Lodging
- Conference registrations.
- Meals

Nonemployee travel will continue to be processed on a DV. For instructions see TODD.

TravelAdvance payments will no longer be available as a "next day" payment. Payment will spawn a Disbursement Voucher document which will be made payable to the travelbl@iu.edu. The single use account is a credit card is used by Arrangers and Travelers in TEM for:

- Lodging
- Conference registrations.
- Meals

However, do not use the Group Travel tab on a trip which applies to a TR with mileage only. The ATR will not route to the Travel Manager hours. Your only expense is mileage.

For more information regarding Travel Advances, contract Travel Management Services at 812-855-2873.

Since 3/31/2017 for a trip occurring on or before 6/30/2017, the reimbursement for this trip will be made payable to the travelbl@iu.edu. There is card validation on the merchant name that is listed on the TA. There is validation on the merchant name that is listed on the TR document as it will create an error that will force you to recreate the trip.

The training resources, you can go to: http://www.indiana.edu/~travel/tem/.

Access to Travel@IU data will continue to be available via IUIE Reports. More information on specific report will be provided close to retirement. For more information regarding Travel Advances, contact Travel Management Services at travelbl@iu.edu.

We would encourage everyone to start using TEM if you haven’t already.