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)
- 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/](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 NetID of staff member designated as the office proxy
  - Click on “Add proxy”

- To use an online site (ie. Expedia, American Airlines) 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.
  - Email itinerary to stat-office@illinois.edu so that it can be saved and used when the reimbursement is entered after traveling. Itinerary should be complete with full travel arrangements and total cost of expenses itemized for full review.
  - In addition the email should include the following information about the conference: 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?
  - It is preferred that you contact a Travel Agent in order to make arrangements that are specific to your needs.

- 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)
    - 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

- 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
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.

Where else can I get information about this system?:

- **TEM**: [http://www.obfs.uillinois.edu/tem-resources/](http://www.obfs.uillinois.edu/tem-resources/)