

# **Kuali TEM Module**

*Part 3: International Travel and International  
Travel Approvals*



# TEM TRAINING OVERVIEW

## Part 3 – International travel

- How to prepare Travel Authorizations and Reimbursements for International travel
- How to use the Oanda link and Currency Converter



## GROUP TRAVEL

- Group travel is often organized by a leader, or a few individuals, who manage all expenses associated with the trip
  - Group leader is responsible for collecting all receipts
- Reimbursement will only be made to the Primary Traveler on the TR document, not to the travelers listed on the group travel tab.
- Anyone with a TEM Profile can be imported into the document using the the Group Travel tab



## INTERNATIONAL TRAVEL

- Emergency contact information including in-country contact phone number will be required for all trips.
- Please make sure that all itinerary information including no cost business travel is included in TA.
- Multiple destinations must be entered using the per diem table
- Primary destination must be an International location



## WHAT IF MY TRAVELER HAS MULTIPLE DESTINATIONS?




- Use magnifying glass to enter new destinations
- Do not use “destination not found” to enter manually
- Select the personal box if no reimbursement needed

Estimated Per Diem Expenses ▼ hide

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**Estimated Per Diem Expenses**

Trip Detail: 11/19/2015




Country State	County	* Primary Destination	Personal	Breakfast
KAZAKHSTAN		ALMATY   <small>destination not found</small>	<input type="checkbox"/> 	11.14

**International Accommodation Information**

Accommodation Type:	<input type="text" value=""/>	Name (i.e. Hotel):	<input type="text" value=""/>
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Trip Detail: 11/20/2015

Country State	County	* Primary Destination	Personal	Breakfast
TANZANIA		ARUSHA   <small>destination not found</small>	<input type="checkbox"/> 	15.00



# EXAMPLE

- Let's do a TA Example
- Let's do a TR Example



**QUESTIONS?**

