**Processing TME’s (Travel. Meals & Entertainment)**

Stop- see process for paying invoices or vendor payments

No

Is this payment for an employee’s or student’s travel, meals or entertainment?

Yes

Am I paying a vendor directly?

Am I reimbursing an employee or student?

Stop- call Accounts Payable for help

No

No

**Important Info needed for TME’s**

**Information to include on the form:**

1. Tender: List Cash or Check (Cash available under $100 for employees & $200 for students)
2. Include correct WID/Vendor #
3. Include payment delivery instructions, without-payment will be sent to address in Colleague.
4. List Location of travel/expenses
5. List dates of travel/expenses
6. List Business purpose of travel/expenses
7. List names of others if expenses are for more than the person being paid
8. Employee must sign certification section
9. Budget Officer must sign all TME’s
10. Use object code ‘5720’ for all Foreign travel expenses
11. List the actual amount of the receipts; use a negative amount if reimbursement limits are met.
12. Include reason for negative amount in explanation section

**Voucher entry in Colleague:**

**Paying a vendor:**

1. When paying a vendor directly, use the vendor invoice number in the invoice field.
2. Enter a separate voucher for each invoice from vendor- do not clump together. i.e. *Marcus Whitman hotel.*
3. In Desc field- use our account number from the vendor- or some other description that will reference the invoice you are paying. i.e. *the folio number or name of traveler*.

**Paying an Employee or Student:**

1. Invoice Number field should begin with- ‘TME’
2. In Desc field- include where and when the expenses occurred. i.e. *Rmb- Japan-4/15-4/30* or *Rmb-airfare-SEA-4/15-30*.

Yes

Yes

Process the TME (enter the voucher) and forward to A/P for payment