TEM Purpose Definitions:

1. **Advances**: This is used for a program or travel advance must act as “proxy” for the person receiving the advancement.

2. **Arranged Travel-Employees (T-Card)**: This is for “reconciling” T-Card transactions when the T-card holder purchased travel arrangements for an employee. Meals are not included in this ER Purpose Type.

3. **Arranged Travel-Non-Employees (T-Card)**: This is for “reconciling” T-card transactions when the T-card holder purchased travel arrangements for a non-employee. Meals are not included in this ER Purpose Type. Example: arranging travel for a faculty candidate.

4. **Employee Misc Expense Reimbursement**: This is for reimbursing misc expenses for the requestor. This is also for closing or replenishing a program advance and replenishing petty cash. If the reimbursement is **not for you do not** select this choice. Meals are not included in this ER Purpose Type.

5. **Employee Travel/Meal Reimbursements and T-Card Charges**: This is for travel, business meal and T-card charge reimbursements. This purpose you would use to reimburse an employee either yourself or as a proxy. Select this when “reconciling” T-card transactions that were incurred on your T-card that are not affiliated directly with a traveler. This also closes a travel advance. Example: business meal.

6. **Misc Payment-Vendors, Non-Employees, and Students**: This purpose is to reimburse non-employees for travel and meals. Use this purpose when reimbursing students for meals. Select Non-employee travel expense choices for expense line items. This is also to pay vendors for service payments that were previously paid via invoice voucher. Pay a student for a prize or unrestricted award or non-employee honorarium. Example: payment of professional services on an under $5k contract.

7. **Misc Vendor – Foreign Natl Reimbursements**: This purpose is for Foreign National reimbursements: students and non-employees that are not US citizens or permanent residents. **WAITING ON CLARIFICATION SEND VIA PAPER VOUCHER.**

8. **Misc Vendor-Payments for Goods**: This purpose is to reimburse students for supplies or to pay a vendor that you would have previously used an invoice voucher for. Example: Do-it Best Hardware.

9. **Misc Vendor Payments (NCAA Compliance)**: This is for DIA.

10. **Temp Vendor Payments**: This purpose is for a one-time payment that does not require a university @ number or UIN. Example: faculty or graduate candidate travel expenses.

11. **Temp Vendor Payments-Foreign Natl Reimbursements**: This is a one-time payment for non-employees that are not US Citizens or permanent residents.