**New Travel & Expense Authorization Form/E-Reimbursement Process**

With the implementation of the new process, the completion of the Travel & Expense Authorization (TMEA) Form will be ***required for any travel or expense which will be reimbursed through the current e-Reimbursement process***. The electronic **TMEA Form replaces the current electronic Travel Authorization module and/or L&S TAR paper form** that is currently required prior to travel. Individuals who have already been approved through the current L&S TAR PDF Document travel authorization process will be able to submit e-Reimbursements for approval by attaching an electronic copy of the approval to their submission through **May 31st, 2021.**  Any e-Reimbursements submitted after **June 1st** will require a completed TMEA for approval.  The attached TMEA FORM TRAINING DOCUMENT gives a step-by-step guide to how to fill out the TMEA.

1. Individual (or designee) requesting funds initiates the TMEA Form by clicking on the link (found at <http://www.uwm.edu/shared-services/travel-ereimbursement>)
2. Log in to the TMEA Form using UWM credentials.
3. Complete TMEA Form with as much detail as possible. See **Attached TMEA Form Training Document** for further guidance on form completion.
4. Please read the attached TMEA Form Training Document in full-**PAY SPECIAL ATTENTION TO THE SUPERVISOR FIELD TO ROUTE THE DOCUMENT TO YOUR DEPARTMENT ADMIN AND ANY GRANT FUND PI IF NOT YOURSELF OR YOUR CHAIR/DIRECTOR**
5. Submit completed TMEA Form for approvals.
6. Receive notice of approved TMEA form.
7. Complete travel or purchase following appropriate policies/process/guidelines.
8. Attach TMEA Report to e-reimbursement when filing.