



Travel and Expense

The Travel and Expense Support Team will support travel and expense activities across the University.

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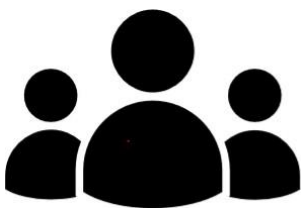
UNIVERSITY STAFF

The Travel & Expense Management System (TEMS) provides user self-service functionality that allows all staff members to book approved business domestic and international travel, and to acquit expenses incurred on behalf of the University.



SUPPORT TEAM

The support team is available to assist staff with completing their travel and expense activities in TEMS. The team will provide assistance to staff through:



- Travel booking assistance & enquiries
- Expense acquittal assistance & enquiries
- Coaching requirements

If you need support or coaching in the use of TEMS to book travel or acquit expenses, please contact one of the team members or email:

travel@westernsydney.edu.au

For further information, visit

westernsydney.edu.au/travel