

Travel Department

Submitting the FAST Access Request form for Travel

Part (C) of the [FAST Access Request form](#) allows users to request two different travel roles – a fiscal approver role (Expense Manager, Reviewer, RO Approver), or the Travel Coordinator role (View Only or Delegate capability). Fiscal approver roles allow users to fiscally approve travel, either for an entire department (Expense Manager, Reviewer) or for a Research Initiative account (RO Approver). The Travel Coordinator role allows users to access and/or view travel transactions in Archivum, as well as travel reports in Power BI. Submission of the FAST Access Request form is required for a user to gain Travel Coordinator/fiscal approver access. The steps to complete the form are provided below.

In Section 1 of the form, provide the following information for the user who needs access:

- Employee information (Name, Department, Employee ID Number)
- The user's FAST ID; Note – In FAST, you can find the FAST ID for a user with the “User Profiles” tab in the General Information tile
- The user's contact information, and the date of the request

1) General Information:

FAST ID if

Employee Name

Department

Employee ID Number

Section 2 of the form is used to indicate which role is being

approver role, indicate an A or D (for add or delete) in Box A1

- For the Travel Coordinator role, indicate an A or D in Box B1

2) Role Selection:

ADD OR DELETE APPROPRIATE TRAVEL ROLES (A or D in First Column)
(Please do not mark already existing roles unless deleting)

FAST ID	Role Title	Role Definition
	Travel Approver	Approves Travel Requests and Expense Reports in any of the following capacities: Expense Manager, Reviewer, RO Approver
	Travel Coordinator - View Only	View only is the basic travel coordinator that provides view only capabilities and will not be able to create or modify travel transactions or approve or delete travel requests
	Travel Coordinator - Delegate Capability	Delegate capability provides travel coordinator with the ability to create, modify, approve, and delete travel transactions

Box A1

Box B1

Travel Department

Submitting the FAST Access Request form for Travel

Section 3 of the form is required only if Section 2 indicates that the Travel Coordinator role needs to be added/deleted. To complete Section 3:

- Provide the GEMS department number(s) in the following format: X-XXXX-XXX
- Indicate the type of access for that department – either View Only OR Delegate access

Note – travel transactions cannot be submitted and fiscally approved by the same user. If a fiscal approver needs only the capability to view travel transactions in Archivum or reports in Power BI for a department, and not to submit transactions, request View Only access for the user.

Section 4 of the form is required only if Section 2 indicates that a fiscal approver role needs to be added/deleted. Provide any department number for Section 4 in the following format: XXXXXX.

- To add/delete a **Reviewer** role, list the operating unit and FAST department number(s) in the Reviewer row.
- To add/delete an **Expense Manager** role, list the operating unit and FAST department number(s) in the Expense Manager row.
- To add/delete