



TRAVEL APPROVER ROLE & SECURITY INFORMATION FORM

APPROVERS
Fax or E-mail to Travel at # 850-644-8137 or travel@admin.fsu.edu

This form is to record your department's preferences for approval access and usage of the OMNI Travel & Expenses Module.

ACCESS REQUESTED FOR:

Departmental Travel Approver – The main approver for a DeptID's travel. Travel Approvers cannot be a Travel Rep, and must identify a Backup Travel Approver and an Alternate Travel Approver. Specific DeptIDs **must** be provided.

Backup Travel Approver – The approver the Departmental Travel Approver will route their work to when he/ she is out of the office. The Backup Approver must hold the security role of TE_APPROVER, and no specific DeptIDs ranges need be provided.

Alternate Travel Approver – The approver who approves when the Departmental Travel Approver is the traveler. The Alternate Approver must hold the security role of TE_APPROVER, and specific DeptID's **must** be provided.

Departmental Manager Approver – The approver when the Departmental Manager is the traveler. The DM is set up with the budget office & can be found under Set Up Financials/ Supply Chain by DeptID. For Deans, the DMA is the Provost's office.

Sponsored Project Manager Travel Approver – The Project Manager approver on travel transactions on a Sponsored Research project. The Project Manager must hold the role of TE_APPROVER, and no specific DeptIDs or Project ranges need be provided on this form. Project team changes must be initiated using http://www.aim.fsu.edu/forms/SP_Additional.pdf

PrePay Audit Approver –Audits travel expense reports and cash advances. This is a highly centralized role. Please contact travel@admin.fsu.edu with questions.

Project Supplemental Approver – Approves project related travel activity greater than \$1,000. This is a highly centralized role. Please contact travel@admin.fsu.edu with questions.

Add/Remove	NAME (First, MI, Last)	*OMNI UserID	Phone#	Approver Role	DeptID(s)

To list additional DeptID's Click [here](#).

CERTIFICATION OF APPROVERS:

I understand that the employees listed as authorized approvers are acting on behalf of the President's designee and the traveler's supervisor in compliance with Section 112.061(3) (a), Florida Statutes.

Dean/Director/Department Head *Phone Number* *Date*

*OMNI UserID is what is used to log into OMNI, and is different from the EmployeeID.