

## DEPARTMENT TRAVEL ROLE & SECURITY INDIVIDUAL FORM

### APPROVERS

**Fax or E-mail to Travel at # (850) 412-6602 or [Traveldocs@famu.edu](mailto:Traveldocs@famu.edu)**

**This form is to record your department's preferences for approval access and usage of the iRattler Travel & Expenses Module. All Approvers must hold the security role of FAMU\_TE\_DEPT\_APPROVER**

#### ACCESS REQUESTED FOR:

**Travel Representative** -The representative for the department that will be responsible for creating travel authorization forms (TA's), Cash Advances, (CA's) and Expense Reports (ER's travel reimbursement). Department ID's not needed.

**Department Travel Approver (ASAP)** - This Approver serves as Traveler's Supervisor first level of approval assisting with the departments budget when approving TA's, CA's, and ER's

**Expense Manager / Department Budget Travel Approver** - Will be the department's Vice President or Designee who will approve TA's and ER's

**Title III Projects** - Project Review/Project Manager for Title III Projects. Supplemental or conditional approver for expense transactions for Title III Projects

**SENIOR PI** - Senior PI Supplemental or conditional approver for expense transactions related to projects

**Principal Investigator (PI)** - The person designated for expense approvals the project manager as defined in Project Costing

**Sponsor Programs Approver** - Responsible for the expenses on travel that relies on Contracts and Grants for reimbursement of travel

**Travel Office Audit** - This approver type supports an auditor process prior to payment processing for review and approval

(a) Add/Remove	(b) Name (First, MI, Last)	(c) iRattler User ID	(d) Approver Role	(e) DeptIDs	(e) DeptIDs	(e) DeptIDs

#### CERTIFICATION OF APPROVERS:

I understand that the employees listed are acting on behalf of the President's designee and the travelers's supervisor in compliance with Section 112.06 (3) (a), Florida Statutes.

\_\_\_\_\_  
 Dean/Director/Chair      Phone Number      Date

\_\_\_\_\_  
 Vice President of Division/President      Phone Number      Date

## DEPARTMENT TRAVEL ROLE & SECURITY DESCRIPTIONS

### ROLE DESCRIPTIONS:

**Travel Representative** - This person cannot approve travel.

**Department Travel Approver** - This person cannot be a travel representative. Specific Department ID's must be provided.

**Expense Manager / Department Budget Travel Approver** - This person cannot be a travel representative. Specific Department ID's must be provided.

**Title III Projects** - This person cannot be a travel representative. Specific Project ID's must be provided

**Senior PI** - This person cannot be a travel representative. Specific Project ID's must be provided.

**Principal Investigator (PI)** - This person cannot be a travel representative. Automatically assigned in workflow once role is given

**Sponsored Project Manager Travel Approver** - This person cannot be a travel representative. Specific Department ID's must be provided.

**Travel Office Audit** - This person cannot be a travel representative. Specific Department ID's must be provided.

### TABLE DESCRIPTIONS:

**Add/Remove (a)**- This action from the drop down list, describes what is being requested for individual's travel role and security access.

**Name (b)**- This individual should be an employee who has been granted iRattler Financial access.

**iRattler User ID (c)**- iRattler User ID is what is used to log into iRattler, and is different from the Employee ID.

**Approver Roles (d)**- An individual should receive only one role from the drop down list.

**Department ID's (e)**- Department ID(s) should be provided when applicable. Department ranges are allowed. This field only allows thirteen characters (i.e. 123456-123457). Please use additional boxes, when applicable, due to a separate form having to be completed for each individual.