



## eTRAVEL APPROVER ACCESS REQUEST eTravel Module

### 1. USER INFORMATION:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_ Employee ID #: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Extension: \_\_\_\_\_ Dept. ID #: \_\_\_\_\_  
 Dept. Name: \_\_\_\_\_ *For Gatekeeper's use only:* Operator ID#: \_\_\_\_\_

### 2. ROLES:

ADD DELETE Primary Initial Approver: Can be any employee designated by the Department/College.  
 ADD DELETE Primary Financial Approver: Authorized Signature form must be on file or submitted with the application.

#### RESTRICTED ACCESS:

ADD DELETE Primary Hotel Approver: Hotel expenses greater than \$195 a night, excluding taxes and fees.  
 ADD DELETE Primary International Approver: International travel.

Notes: \_\_\_\_\_

### 3. DEPARTMENT# AND DIVISION FOR ROLES:

Approvers can have access to multiple departments and/or the department tree nodes. List as many as necessary.

Department #: \_\_\_\_\_

Area Names/Nodes \_\_\_\_\_

### 4. SIGNATURE/APPROVALS:

**Applicant's Supervisor, Division/College Administrator:** My signature certifies that the named employee requires access to data within eTravel to perform their job duties. I understand that it is my obligation to ensure that adequate training is provided to the employee in compliance with CSU and CSUN travel policies.

Applicant's Supervisor: Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Extension: \_\_\_\_\_ Email: \_\_\_\_\_@csun.edu  
 Div./College Administrator: Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Security Gatekeeper: Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Extension: \_\_\_\_\_ Email: \_\_\_\_\_@csun.edu  
 Security Administrator: Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ETRAVEL APPROVER REQUEST - INSTRUCTIONS

This form is to request access for the **eTravel module**. Incomplete forms may delay processing of the requested access.

## 1. USER INFORMATION:

All fields are mandatory in this section.

## 2. ROLES:

A [Confidentiality Statement](#) must be on file for all eTravel approver roles.

**Initial Approvers:** Any CSUN employee can be designated.

**Financial Approvers:** An approved [Authorized Signature form](#) must be on file in Financial Services prior to granting access.

**Hotel Approvers:** Hotel expenses greater than \$195 a night, excluding taxes and fees must be approved by the Hotel Approver. This role is restricted to the President/Vice President Offices or the College Deans.

**International Approvers:** International travel must be approved by the International Approver. This role is restricted to the President/Vice President Offices. High hazard travel is approved off-line by the President and Chancellor's Office.

## 3. DEPARTMENT# AND DEPARTMENT TREE NODES FOR ROLES:

Indicate the department numbers or tree nodes for the requested access. Access can be requested for multiple departments.

## 4. SIGNATURE/APPROVALS:

This form must be signed by the Applicant's Supervisor and College or Division Administrator.

## DELIVERY INFORMATION:

This form should be sent to the Solar Financials Gatekeeper for approval and processing. An email will be sent after the access request has been processed.

### Preferred Delivery Method:

- **Electronic Delivery:**  
Access the myNorthridge portal login located at the CSUN home page. Go to the Technology pagelet and select Request Technical Support. Select *My Cases*, then select *Create a new case* to create the service request. Select SOLAR Financials in the Product/Category drop down menu. Attach the scanned form to the case and then select Submit Service Request.
- **Email Delivery:**  
[solarfin@csun.edu](mailto:solarfin@csun.edu)
- **Campus Mail or Personal Delivery:**  
Solar Financials Gatekeeper  
University Hall, Suite UN-360  
Mail Code: 8337