



## 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 \$275 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 \$275 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