



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
- **Campus Mail or Personal Delivery:**
Solar Financials Gatekeeper
University Hall, Suite UN-360
Mail Code: 8337