

# INTEGRATED TRAVEL MANAGER USER ACCESS REQUEST FORM



*Cni'wugt u'o wu'dg'gpvgt gf 'kp'vj g'PQCC'UcHf k gevqt { 'r tkqt 'vq' t gs wgu'kpi 'ceegui'vq'vj g'Ego o gteg'Dwukpgui'Uf wgo u' crrrkecvkpu'Uwdo kulkpu'cpf 'wrf cvgu'vq'vj g'PQCC'UcHf k gevqt { 'ecp'dg'ugpv'vq'pqccQwclhf k gevqt { B pqccQ qx0'*

Date of Request: \_\_\_\_\_

Access Requested: \_\_\_\_\_

Requested Action: \_\_\_\_\_

Employee Type: \_\_\_\_\_

Specify: \_\_\_\_\_

Requester's Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Line Office: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

*Vj g'wugt au'iki pcwt g'egt wkgu'vj cv'vj gl'j cxg'eqo rrvvgf 'vj g'bo cpf cvqt { 'K'Ugewt k'Cy ct gpgui'Eqwt ug'cpf 'eqpugpv'vq'vj g' PQCC'EDUPqp/F kuerqwt g'Ci t ggo gpv'ht 'Uf wgo 'Ceegui'c wcej gf -0'Vj g'wvr gt.xkqt au'iki pcwt g'egt wkgu'vj cv'vj g' t gs wgu'gt 'ku'cwj qt k'gf 'vq'bo c'kpx'k'ewt t gpv'ceegui'vq'EDU'*

Requester's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Rrgcug'lggev'vj g'brt qrtk'v'wugt 't qn'w'ht 'vj g'ceegui'q'w'tgs wkt g0'***

**ITM USER** – Allows user access to ITM

**ITM APPROVING OFFICIAL** – Allows access to approve travel documents

**ITM REVIEWER** – Allows access to review travel documents

**ITM GROUP ADMINISTRATOR**– Allows access to traveler groups. (**Requires FMC Travel Coordinator Approval**) <http://www.corporateservices.noaa.gov/finance/forms.html>

**ITM ROUTING ADMINISTRATOR** - Allows access to routing maintenance. (**Requires Routing Administrator Training Certificate of Completion to be attached to this form\* and FMC Travel Coordinator Approval**)

**\* For Routing Administrator Training, visit the Financial Systems Division Web Page at [http://www.corporateservices.noaa.gov/finance/FOFSD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOFSD_Home.html) or click: [CBS Training Schedule](#)**

**ITM FINANCE OFFICE USER** – Allows access to Finance ITM functions. (**Finance Office staff only**)

**ITMR FINANCE OFFICE USER** – Allows access to Finance ITMR functions. (**Finance Office staff only**)

**CBS Line Office & FMC Organization Code:**  
(Required to add users to the correct ITM User Group)

**FMC Travel Coordinator Approval:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

*Hqt 'c'eqo rrvvg'haw'ql'cm'HO E'Vt cxgn'Eqqtf kpcvqtu 'xkuk'vj g'' Hkpcpek'n'Uf wgo u'F kxkukp'Y gd'Rci g'c v<'*

*\*\*\*\*\*j w <ly y y Qat r qt cvgugt xkegu'pqccQ qx'lkpcpeg'ljqt o u'j vo n*

*Uwdo k'iki pgf 't gs wgu'vq'vj g'Erkpv'Ugt.xkegu'EDU'J gr 'F gum'k'c'HCZ'qp'523/666/56230  
Ri'q'w'j cxg'cp' 's wgu'kpu.'go cki'vj g'Erkpv'Ugt.xkegu'EDU'J gr 'F gum'c'v'erkpvugt.xkeguB pqccQ qx'qt'ecni'  
523/666/5622*

**FOR OFFICAL USE ONLY**