

INTEGRATED TRAVEL MANAGER USER ACCESS REQUEST FORM



All users must be entered in the NOAA Staff Directory prior to requesting access to the Commerce Business Systems applications. Submissions and updates to the NOAA Staff Directory can be sent to noaa.staff.directory@noaa.gov.

Date of Request: _____

Access Requested: _____

Requested Action: _____

Employee Type: _____

Specify: _____

Requester's Name: _____

Office Phone: _____

Line Office: _____

E-mail Address: _____

The user's signature certifies that they have completed the mandatory IT Security Awareness Course and consent to the NOAA CBS Non-Disclosure Agreement for System Access (attached). The supervisor's signature certifies that the requester is authorized to maintain current access to CBS.

Requester's Signature: _____

Date: _____

Supervisor's Name: _____

Office Phone: _____

Supervisor's Signature: _____

Date: _____

Please select the appropriate user role(s) for the access you require.

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**)

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/~cbs/> 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: _____

For a complete list of all FMC Travel Coordinators, visit the Financial Systems Division Web Page at:

<http://www.corporateservices.noaa.gov/~cbs/>

*Submit signed requests to the Client Services CBS Help Desk via FAX on 301-444-3401.
If you have any questions, email the Client Services CBS Help Desk at clientservices@noaa.gov or call
301-444-3400*

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