

Travel Approval Roles and Security Information Form

****The purpose of this form is to request your department's preferences for approval access and usage of the OMNI Travel and Expense Module. Any questions pertaining to this form should be directed to travel@admin.fsu.edu.***

Departmental Travel Approval Role Descriptions

Travel Approver: The main Travel Approver for Dept. ID. Specific Dept. ID's must be provided, along with a backup and alternate Travel Approvers. The Travel Approver cannot be a Travel Representative.

Backup Travel Approver: The individual responsible for approving travel when the primary approver is out of the office. Must hold the TE_APPROVER security role, but there is no need to designate specific department IDs.

Alternate Travel Approver: The individual responsible for approving travel when the primary approver is the traveler. Must hold the TE_APPROVER security role and must designate specific department IDs

Manager Approver: The approver when the Departmental Manager is the traveler. The Departmental Manager is set up with the Budget Office and can be found in OMNI under Financials>Main Menu>Set up Financial/Supply Chain>Design Chartfields>Departments. For Deans the manager approver is the Provost Office.

Sponsored Project Manager Travel Approver: The manager approver on sponsored project travel. The individual must hold the TE_APPROVER security role in OMNI, but no specific department or project ID is needed on this form. To make project team changes please use the Sponsored Research form found [here](#).

Prepay Audit Approver: Audits travel expense reports and cash advances. ***This is a highly centralized role.*

Project Supplemental Approver: Approves sponsored project related travel greater the \$1,000.00. ***This is a highly centralized role.*

Reviewer: Reviews Travel Authorizations and Expense Reports prior to the approver. Specific department IDs must be provided. ***Not a required role.*

Alternate Reviewer: The individual reviewing the travel documents when the designated reviewer is the traveler. Specific department IDs must be provided.

Departmental Travel Approval Role Request

Add/Delete/In-Addition	Name(First,MI,Last)	OMNI User ID	Phone Number	Role Request	Department IDs		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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***Dean/Director/Departmental Manager's Signature:** _____ Date: Phone #:

***I understand that the employees listed as authorized approvers are acting on the behalf for the President's designee and the traveler's supervisor in compliance with [Florida Statutes Section 112.061\(3\)\(a\)](#). I acknowledge that, per university policy, [OP-A-9](#), Deans, Directors, and Department Heads may delegate their authority, but they remain responsible for the actions and decisions of their respective departments.**