

Requester's Name: _____

**PS Financial System
Travel & Expense Approval Request**

Access will be granted when appropriate training assessment(s) passed, if applicable. Access granted will include the role(s) indicated above and access to the run/view reports and queries in the Reporting Instance.

Please use the "Statement of Business Need" section to provide an explanation of the requester's need to modify Clusters and/or Approvals.

Travel & Expense Approvals (Users who check this will also be granted access to ImageNow (excluding scanning)).

USER PREFERENCES:

Every requester must provide a minimum of 1 department code for the approver role selected below.

Dept Approver DeptID(s):		ALTERNATE Dept Approver DeptID(s):	
1.	11.	1.	11.
2.	12.	2.	12.
3.	13.	3.	13.
4.	14.	4.	14.
5.	15.	5.	15.
6.	16.	6.	16.
7.	17.	7.	17.
8.	18.	8.	18.
9.	19.	9.	19.
10.	20.	10.	20.

IMPORTANT!

- The DeptIDs you list here will be entered into the system without further verification. Please ensure your request is accurate before submitting your ARF to OIT Data Security.
- To request Certified Approval, use the new Certified Approval attachment.

Cluster Director Authorization Printed Name:		Cluster Director Signature:	
Cluster Director's Email address:		Phone Number:	Date: