

**Submitting the FAST Access Request form for  
Travel**

Part (C) of the [FAST Access Request form](#) allows users to request two different travel roles – a fiscal approver role (Expense Manager, Reviewer, RO Approver), or the Travel Coordinator role (View Only or Delegate capability). Fiscal approver roles allow users to fiscally approve travel, either for an entire department (Expense Manager, Reviewer) or for a Research Initiative account (RO Approver). The Travel Coordinator role allows users to access and/or view travel transactions in Archivum, as well as travel reports in Power BI. Submission of the FAST Access Request form is required for a user to gain Travel Coordinator/fiscal approver access. The steps to complete the form are provided below.

In Section 1 of the form, provide the following information for the user who needs access:

- Employee information (Name, Department, Employee ID Number)
- The user’s FAST ID; Note – In FAST, you can find the FAST ID for a user with the “User Profiles” tab in the General Information tile
- The user’s contact information, and the date of the request

**1) General Information:**

<b>User Name:</b>	<u>Rocky D. Bull</u>	<b>FAST ID if already existing:</b>	<u>Rockydbull</u>
<b>Department Name and Number:</b>	<u>USF Department 0-1234-000</u>	<b>User Email/phone:</b>	<u><a href="mailto:rockydbull@usf.edu">rockydbull@usf.edu</a></u>
<b>User Employee Number:</b>	<u>00000012345</u>	<b>Date Requested:</b>	<u>11/01/2022</u>

Section 2 of the form is used to indicate which role is being added or removed:

- For a fiscal approver role, indicate an A or D (for add or delete) in Box A1
- For the Travel Coordinator role, indicate an A or D in Box B1

**2) Role Selection:**

ADD OR DELETE APPROPRIATE TRAVEL ROLES (A or D in First Column) (Please do not mark already existing roles unless deleting)		
A / D	Role Title	Role Definition
<b>A1</b>	<b>Travel Approver</b> > Reviewer > Expense Mgr. > RO Approver	Approves Travel Requests and Expense Reports in any of the following capacities: Reviewer; Expense Manager (department fiscal approver); RO Approver (overhead account fiscal Approver).  <b>Must complete Section 4 below</b>
<b>B1</b>	<b>Travel Coordinator – Indicate level being requested</b> > View Only > Delegate Capability	There are two levels of travel coordinator access: View Only and Delegate Capability:  • <b>View only</b> is the basic travel coordinator that provide view-only capabilities and will not enable submission, modification or approval of transaction. • <b>Delegate capability</b> enhances travel coordinator role, allowing User to create, submit, modify, delete, and cancel functions for Travel Request, Expense Report, and Cash Advance. <b>Note: Attendance at FSTTR2 – Travel Rules and Requirements training offered via GEMS Self-service, is required prior to receiving access to submit travel transactions.</b>  <b>Must complete Section 3 below</b>

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Section 3 of the form is required only if Section 2 indicates that the Travel Coordinator role needs to be added/deleted. To complete Section 3:

- Provide the GEMS department number(s) in the following format: X-XXXX-XXX
- Indicate the type of access for that department – either View Only OR Delegate access

**3) Must be completed for Travel Coordinator Access – Additional sheets may be attached**

GEMS Departments being requested- Format: X-XXXX-XXX	Type of Access – View Only or Delegate Capability as defined above in Section 2
1. 0-1234-000	Delegate
2. 0-5678-000	View Only
3.	

Note – travel transactions cannot be submitted and fiscally approved by the same user. If a fiscal approver needs only the capability to view travel transactions in Archivum or reports in Power BI for a department, and not to submit transactions, request View Only access for the user.

Section 4 of the form is required only if Section 2 indicates that a fiscal approver role needs to be added/deleted. Provide any department number for Section 4 in the following format: XXXXXX.

- To add/delete a **Reviewer** role, list the operating unit and FAST department number(s) in the Reviewer row.
- To add/delete an **Expense Manager** role, list the operating unit and FAST department number(s) in the Expense Manager row.
- To add/delete an **RO Approver** role, list the initiative number(s) in the RO Approver row.

**4) Workflow for Travel Approvers who will be approving as Reviewer, Expense Manager, or RO Approver.  
Please enter chartfield information as necessary:**

(Workflow assignments marked below will **replace** any already existing workflow. Please complete **all** that apply.)

	Operating Unit	Department Number(s)	Initiative Number(s)
Reviewer	TPA	123456	
Expense Manager	TPA	123456	
RO Approver			1234567

If multiple fiscal approver roles need to be added/deleted for a user, they may all be included in this table on a single form in their respective rows. For both sections 3 and 4, you may attach a separate page listing additional departments/initiatives, if needed; ensure they are clearly labeled by their corresponding role(s).

Accountable Officer signature is required at the bottom of the FAST Access Request form. Once the form is signed, it should be sent to BUSFIN FAST Security ([Fast!!Security@admin.usf.edu](mailto:Fast!!Security@admin.usf.edu)). If submitting multiple forms for different users, send each form separately to BUSFIN.

Accountable Officer (Required)	Print Name:	Signature:	Date:	Phone:

If you have questions, please contact [travelhelp@usf.edu](mailto:travelhelp@usf.edu).