Procedures

**Procedures for Submitting Change of Address for Non-Employee and Student Profile Form**

Request for address changes should be submitted via email. The request should be submitted to travel@famu.edu copying mattie.hood@famu.edu.

The request should include all of the following:

1) Traveler’s identification number;
2) The current address; and
3) The change of address.

After changes have been made, an email notification will be sent.

*Note: Process is an interim bridge until ImageNow is upgraded*

**Travel Office Procedure:**

*Note*: Per the Red Flag Policy, which is currently being controlled within HR, the Travel Office will not release any confidential information (i.e. addresses, etc.) for employees, students, and/or non-employees. If any requests are received regarding the above individuals, the party requesting the information should be directed to the following departmental areas:

1) Employees – Human Resources
2) Non-Employees – Departmental Travel Representative
3) Students – Registrar’s Office