Steps for Gaining Access to the Travel Module

In order to use the Travel and Expense Module, travel representatives, department travel approvers, and department budget approvers have to be set up in the module by a system administrator. Before someone can be added to the travel module, they must first have access to iRattler financials. The following procedures are for adding new travel roles to the travel and expense module.

1. The FAMU employee must have access to iRattler before they can be set up in the Travel Module. The department should complete the iRattler Access Request Form and submit to EIT. (The employee must successfully complete the UPK training before EIT will give them access to iRattler.) If the employee already has access to iRattler/Financials, the department can proceed to step 2.

2. The department liaison (department representative) should complete the Department Travel Role and Security Form. This form specifies to the system administrator the type of role that should be granted. (The form can be found on the T3E website at http://www.famu.edu/index.cfm?FiscalAffairs&T3EFormsandDocumentation. The completed form should be submitted to the Travel Office (email or fax: http://www.Travel@famu.edu/ or (850) 561-2461, with departmental contact information. The Department Liaison should indicate whether or not the employee currently has access to iRattler/Financials.

3. The travel system administrator will review the request and determine the appropriate actions to take.

   • The travel system administrator should contact EIT Security to confirm the status of the employee’s access in iRattler. If the employee is in the process of getting access to iRattler/Financials, the Security Administrator will need to notify the Travel System Administrator when access has been granted (see step 4 below).

   • Before the employee can be given access to the Travel and Expense Module, they must first be certified to use the system by completing a training course. Therefore, the system administrator, upon receiving the request form, should contract the Organizational Development and Training Office (ODT). The ODT office will contact the Travel Office to coordinate the training and to determine the date of training and to identify training resource(s).

   • The training will be scheduled and the employee notified of the date, time, and location of the training.
• After the training is conducted, the Training Office will certify the employee’s successful completion of the training and notify the Travel Representative/Travel Approver and the Department Head or their designee.

• The Training Office will also notify EIT Security and the Travel System Administrator that the employee has completed the training.

4. EIT Security will notify the Travel System Administrator when the employee has been set up in iRattler. (This step is not necessary if the employee already has access to iRattler/Financials.)

5. The Travel System Administrator will grant the requested access in the travel module and notify the travel representative/approver when complete.

6. The employee is now ready to use the travel module in the role that was requested.