HIG

Go.Gov New User Form

Agency Employee Prefix 78

Instructions & Submission Process:
1. Complete New User Form below. | 2. Send encrypted form to **9-AMC-Etravel-Helpdesk@faa.gov**
3. Allow 24 business hours to process after completed form has been received by ESC. | 4. ESC will create your profile and send confirmation email. *For further assistance contact the ESC eTravel Helpdesk at **866-641-3500 opt 7***

SECTION A: USER REGISTRATION & TRAVELER PROFILE (TAB ORDER FIELDS 1 - 11)

1. Request Type *

(●) New User Registration ( ) Profile Modification ( ) Deactivate Traveler

2. First Name * | **3. Last Name ***

4. Government Email Address * | **5. Employee ID / Delphi Supplier # ***

6. Employee Type *

(●) Federal Employee ( ) Invitational Traveler ( ) Contractor

7. Traveler Special Need * | **8. If temporary, enter Start Date:**

( ) None (●) Permanent ( ) Temporary MM/DD/YYYY

9. Organization (Select from Dropdown List) *

SELECT

10. VIP Status * | **11. User Will Approve Travel ***

( ) Yes (●) No ( ) Yes (●) No

SECTION B: APPROVER DETAILS & MEDICAL EXEMPTION (TAB ORDER FIELDS 12 - 17)

12. Default Expense Approver Name * | **13. Default Expense Approver Employee ID / Delphi Supplier #**

14. Medical Exemption Indicator *

( ) Yes ( ) No NONE

15. Agency Travel POC Authorized Approver Name * | **16. Agency Travel POC Approver Government Email ***

17. Approver Digital Signature & Date *

PRIVACY ACT STATEMENT (5 U.S.C. § 552a):
AUTHORITY: Authorized by 5 U.S.C. Chap. 57 (Federal Travel Regulations), E.O. 11609, E.O. 110012, E.O. 9397, and 26 U.S.C. 6011(b) & 6109. **PURPOSE:** Requested information is used to establish user profiles, authorize travel, and reimburse allowable travel and relocation expenses. **ROUTINE USE(S):** Disclosed to personnel performing official duties, law enforcement agencies during civil/regulatory inquiries, or tax authorities. **DISCLOSURE:** Disclosure of SSN/Supplier ID is mandatory for taxable travel expense vouchers. Disclosure of other fields is voluntary; however, failure to provide required information may result in processing delays or denial of travel authorization/reimbursement.

CLEAR FORM