



12.1.22

Enterprise Services Center
eTravel Modification Profile Request

Provide Full Legal Name*FIRST****MIDDLE****LAST*****First Name must be no more than 15 characters****E2 USER ID****EMPLOYEE ID*****Employee ID can be found in E2 under Personal Profile 100XXXXXX****GOVERNMENT EMAIL ADDRESS**JUSTIFICATION FOR CHANGE REQUEST: ****IF THIS IS TO UPDATE A NAME IN E2; PROVIDE PREVIOUS NAME IN THE JUSTIFICATION BOX BELOW****ORGANIZATION INFORMATION**

AGENCY

MAJOR CUSTOMER

MINOR CUSTOMER

ROUTING TEMPLATE

ATTENTION: When moving a traveler from one Minor Customer to another the documents under the original Minor Customer may be unavailable for viewing or approving unless the traveler profile is moved back to the Minor Customer to which the document was created under. (Please see Trip History)**USER ACCESS (Only fill out user access boxes for access that needs to be updated. Leave user access blank to retain current access levels. Select remove from the drop down to remove access)**

USER ACCESS Check All That Apply

☐

TRAVELER

☐ROUTING LIST OFFICIAL
(Reviewer, Fund Certifier, Approver)☐

ARRANGER

USER
TYPEDOCUMENT
VIEW ACCESSARRANGER
ACCESSREPORTS
ACCESSAPPROVER
ACCESS***Note: Approval access is given per this form in an eTravel profile. Approvers will still need to be listed in routing pools in order to approve documents. Routing Pool Approver Modification form can be found on the ESC Travel Website <https://www.esc.gov/Services/TravelServices/TravelServicesBranch>****COMMENTS:****AGENCY APPROVAL**

NAME

GOVERNMENT EMAIL

APPROVER'S SIGNATURE: _____

Form instructions are attached to this document.

If you have additional questions completing the form, contact the ESC eTravel Helpdesk at 866-641-3500 opt 7.

Email completed form to 9-amc-ettravel-helpdesk@faa.gov[OPM](#) will email completed form to Travel@opm.gov**Privacy Act**

Information collected via this form is covered by the Privacy Act of 1974. The information on this form is required to provide you access to the eTravel system and travel reimbursement. Failure to furnish required information may prevent you from gaining access to the eTravel system and/or reimbursement per CFR 209 and/or 210.