



Enterprise Services Center
eTravel Modification Profile Request

CHANGE REQUEST:
Check All That Apply

Organization Change
(Complete Organization Section)

Access Change
(Complete User Access Section)

NAME

E2 USER ID

GOVERNMENT EMAIL

JUSTIFICATION FOR CHANGE REQUEST:

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

USER ACCESS Check All That Apply

TRAVELER

ROUTING LIST OFFICIAL
(Reviewer, Fund Certifier, Approver)

ARRANGER

USER TYPE

DOCUMENT VIEW ACCESS

ARRANGER ACCESS

REPORTS ACCESS

APPROVER ACCESS

TRAVEL CARD USE

COMMENTS:

AGENCY APPROVAL

NAME

GOVERNMENT EMAIL

APPROVER'S SIGNATURE: _____

Form instructions are located on the ESC website (www.esc.gov/tsTravel.asp) under the eTravel System Administration section. 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-admin@faa.gov or fax to 405-954-5798.

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.