

Roles determine a user's access to the eTravel system. This overview explains the purpose and scope of each role.

**Recommended Best Practice:**

Retain approval checks and balances with role assignments.

- Include as many individuals as practicable in the Request and Expense approval processes.
- No one individual should be assigned all roles.

Role	Responsibilities	Who Can Hold This Role?	Which Traveler Types Can I Submit For?	How Do I Request This Role?
<b>Traveler</b>	Enter eTravel Request eForm for out of state or foreign travel <b>before</b> travel is scheduled. Gather receipts and enter eTravel Expense eForm within 60 days of return (or request that eTravel Administrator enter form on your behalf).	Employee	Only yourself	All UMB Employees are assigned the Traveler role. <b>No form is required.</b>
<b>Travel Administrator</b>	Validate that all Request and Expense items comply with UM Travel Policy. Update and maintain department's list of Travel Supervisors. Enter eTravel eForms for self, Employees, Others (non-UMB travelers) or Students (not employed by UMB). -- Enter eTravel Request eForm for out of state or foreign travel <b>before</b> travel is scheduled. -- Collect and store expense receipts. -- Approve, Recycle, Deny, Upload or Comment on eTravel Worklist items.	Employee Affiliate	Employee, Other, Student	Use the CITS eForm User Authorization Form (located on CITS Forms page)
<b>Travel Supervisor</b>	-- Acknowledge an Employee's request to travel on behalf of the University. -- Approve, Recycle, Deny or Comment on Employee Worklist items .	Employee Affiliate	None	The eTravel Supervisor role is maintained by a department's eTravel Administrator. <b>No form is required.</b>
<b>Travel Approver</b>	-- Authorize expenditures to the Project(s) that supports the travel -- Certify that all travel expenses adhere to the current UM Travel Policy. -- Approve, Recycle, Deny or Comment on financial expenditures related to the eTravel Request and/or Expense eForm.	Employee Affiliate	None	Use the CITS eForm User Authorization Form (located on CITS Forms page)
<b>Travel Viewer</b>	-- Search and view access only -- Cannot act on any documents	Employee Affiliate	None	Use CITS eForm User Authorization Form
<b>Proxy</b>	Assigned at a Traveler's request for submitting eForms on behalf of the Traveler while s/he is on foreign travel and/or extended domestic travel (over 30 days).	Employee Affiliate	Employee, Affiliate	Use the Financial Services Travel Proxy Form (located on Financial Services Forms page)