Financial Services Branch

Homeland Security — Science and Technology

E-Gov Travel Services System User Access Request Form

Section A User Information			

Date	Known TA No.

First Name:	Middle Initial:	Last Name:

Mailing Address:	City:	State:	Zip code:

Phone Number:	Email Address:

New Account	Update Account	Member ID:	Employee ID:

Gender:	D.O.B.	SSN: XXX-XX- _ _ _ _ (Last Four Digits)

Traveler Type:

□ DHS S&T Employee	□ Sponsored Traveler (Non S&T Federal Employee)	□ Invitational Traveler (Non-Federal Employee)	□ Contractor

Traveler Preferences:

Seating: Aisle Middle Window	Airline(s): Frequent Flyer#	Hotel Chain: Honors#

Section B Organization Information	

Organization:	
Default ACCS/Accounting String:	
Default Approval Chain:	

Section C Transfer Only	

Old Office:	
New Office:	

Section D Access Levels		
User Role	**Job Title/Workgroup:**	**Approval Chain:**
□ Traveler	N/A	N/A
□ Auditor	N/A	N/ A
□ Approver		
□ Funding Official		N/ A
□ Alternate Preparer	Organization:	
□ Local System Admin	Organization:	
□ Pseudo System Admin	Organization:	
□ Reporting	This listing contains all Canned Reports	

Section E   Only Complete If Requesting Approver Access

Title of Requesting Official:
Requesting Official's Name (Printed Name):
Requesting Official's Signature:

Phone Number:	Date:

Section F Travel Management Office Use Only	
Travel Management Analyst	
Date Entered in E-Gov System	
Date Entered in Financial System	
Date Activation (Welcome) Email Sent	

S&T For m 10-37, April 2014

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5707, Implementing Federal T ravel Regulation, 41 CFR 300-304, 5 U.S.C. 5738, E.O. 11609, and P.L. 107-56 Section 326.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims sub mitted by Department of Homeland Security (DHS) travelers for official Government travel. The truncated Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims in the FedTraveler system.

ROUTINE USE(S): Disclosures are per mitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed on a case by case basis as described in the GSA/GOVT-3 Travel Charge Card Program SORN, which can be found at www.dhs.gov/privacy.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

*The Secure Flight Program is a Department of Homeland Security (DHS) / Transportation Security Administration (TSA) passenger pre-screening program that streamlines the watch list matching process. TSA implemented the program in response to a Congressional mandate resulting from the 9/11 Commission Report and the Secure Flight Final Rule (Federal Register, Volume 73, No. 209, Tuesday, Oct. 28, 2008).

Under the Secure Flight Program, all passengers are required to provide their: Full name (as it appears on the government-issued identification (ID) used to pass through security at the airport, (e.g., driver's license or passport), Date of Birth (DOB) and Gender

FedTraveler.com travel system collects the above information from each traveler using the system. The collection of this information is mandatory. All personal information is and will be protected by TSA's comprehensive privacy plan