



# Travel Management System (TMS)

JOB AID #1.01

Date: 04/23/14

## Job Aid Description: New Travelers: How to Obtain Access to TMS

Access is available to existing employees (*see steps to activate login in Job Aid #1.02*). New employees may request user set-up by sending an email to the KSU Travel Administrator ([travel@kennesaw.edu](mailto:travel@kennesaw.edu)). Please complete the form below and cut and paste or attach it to your email request. This information is required in order to create a new user record in the system. Make sure you check with the Business/Budget Manager or Department Chair to confirm your default Speed Chart and Department Budget Numbers. Also make sure to confirm the name of the Speed Chart/Budget Owner.

### Concur New User Information Request

User Information List	Information Needed
User First Name:	
User M.I.:	
User Last Name:	
User KSU Email:	
Default Speed Chart:	
Immediate Supervisor / Manager	
Name of Department Manager <i>(Speed Chart Owner)</i>	
Department Manager's Budget Number:	

- *The Budget Manager/Speed Chart Owner must be listed as your Default Approver in Concur.*
- *If your immediate supervisor is not the owner of your Speed Chart, you will need to enter the name of the **Speed Chart Owner**.*
- *When processing Travel Requests or Travel Expense Reports, your immediate supervisor will need to be manually added to the **Approval Flow**.*

If you have any questions, please email the  
Travel Administrator at [travel@kennesaw.edu](mailto:travel@kennesaw.edu).