



Enterprise Services Center
eTravel Modification Profile Request

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 (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 TYPE DOCUMENT VIEW ACCESS

ARRANGER ACCESS REPORTS ACCESS

APPROVER ACCESS

FAVORITE LINE OF ACCOUNTING/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.

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.