

REQUEST FOR ACCESS TO ACT BUSINESS SYSTEMS

FinancialLink / TravelLink / TritonLink / IFIS

Name: Last, First MI	Single-Sign-On User ID:	Supervisor:
I certify that I have completed all of the required training, including the Computer Security Basics online tutorial:		No Yes
Signature:		

FinancialLink

For viewing financial reports and running financial queries. For those with IFIS access, includes web interface for processing IFIS transactions.

Access to DOPES information: No Yes (*Requires approval.*)

Justification for DOPES access: _____

Recommended training: Financial Systems at UCSD: An Overview – ILT Course

TravelLink

For travel preparers to process travel preauthorization, prepayment, and cash advances, and to report travel expenses for other travelers. (*Not required to report your own travel expenses in MyTravel.*)

Approval hierarchies:

- TRP travel preauthorization – required for all University business travel
- TIV prepayment of travel expenses
- ADV request for cash advance

Fund Manager(s) who will approve documents: _____

REQUIRED TRAINING: Travel at UCSD – UC learning eCourse

TritonLink

For instructors to view class rosters.

IFIS

For processing reimbursements.

Reimbursement approval hierarchies:

- PAY payment authorization
- HON honorarium
- MLG mileage
- FDX federal express
- ENT entertainment
- REN rent and lease payments

Fund Manager(s) who will approve documents: _____

Recommended training: Meetings and Hosted Events – UC learning eCourse

Marketplace

For purchasing.

- Window Shopper (default) purchase without entering an index
- Index-Informed Shopper assign indexes when purchasing

Recommended training: Video tutorials in Marketplace