

**UNIVERSITY OF ALASKA  
TRAVEL AND EXPENSE SECURITY  
ACCESS REQUEST**

**To Be Completed By User: Please PRINT**

Name: First \_\_\_\_\_ MI \_\_\_\_\_ Last \_\_\_\_\_

Banner ID (FXXXX, AXXXX, SXXXX, JXXXX, etc.) \_\_\_\_\_

UA ID Number: (Not SSN) \_\_\_\_\_ UA User Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Delegate:      Yes:                  No:  
Super Class:    PREP: FG\_TEM\_Delegate\_cls  
                     PROD: FG\_TEM\_Delegate\_cls

Approver:      Yes:                  No:  
Super Class:    PREP: FG\_TEM\_APPROVAL\_Training\_cls  
                     PROD: WF\_TEM\_USERS\_cls

**Department Approval: Please PRINT**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Process By Security Coordinator**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

2/5/2014

