



My HSE Self Service Travel Checker Profile Set up Form

The Role of the Travel Checker: To validate Travel Requests and Travel Privilege Documents. If correct the Checker *validates* the item which forwards to the identified manager for approval. If the travel item needs amendment it is returned to employee for modification.

The Role of the Manager: To approve/reject travel claims and privileges

Note: Travel Checkers will receive travel claims/and Travel Privileges only i.e. They will not receive Leave Requests. Travel Checkers will not have the authorisation to approve claims, only validate item which forwards to Line Manager for approval. Managers will not receive the Travel items until the Travel Checker has validated them.

Travel Checker Details:

Employee Personnel No	First Name	Middle Name	Surname	Grade

Work Location:	
Work Email Address:	
Work Telephone No.:	

Line Manager Travel Checker to be Assigned

Employee Personnel No	First Name	Middle Name	Surname	Grade

Work Location:	
Work Email Address:	
Work Telephone No.:	

Date required from (Start date of new role)	
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The requirement for a travel checker profile must be relevant to the system functions the employee is required to perform as part of their job role and the following section "justification for access" must be completed.

Justification for access

For e.g. the Manager has many employees who travel on a regular basis as part of their role.	
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Authorisation Approval

Line Manager Approval: Grade VIII or equivalent & above

It is the responsibility of the Line Manager to:

1. Ensure the Employee understands their role with regard to checking that travel claims/documents are in line with National Financial Regulations (NFR)
2. Notify SAP Security if nominated Travel Checker leaves the organisation, takes extended leave of absence or changes jobs.
3. Notify SAP Security if the Manager(s) assigned to the nominated employee (Travel Checker) changes.

Line Manager's Name: _____ **Signature:** _____

Line Manager's Title: _____ **Grade:** _____

Line Manager's Personnel No.: _____ **Date:** _____