Travel Arrangers have permission to enter travel requests (obtain T numbers) in the eTravel system for Ohio State faculty, staff, students and guests.

- **Access is optional** and used in units who have a support person who can help organize travel arrangements.
- **Training is required** and must be completed prior to access being granted.
- **Responsibilities**: accurately entering information and uploading needed documents into eTravel on behalf of the traveler.

All system access requires the completion of training courses in Carmen. You must self-enroll in these courses. For help with joining a Carmen training course, click here.

**1.**
- Business Responsibilities
- Internal Controls
- Understand & Prevent Fraud
- Business Expenditures
- Institutional Data Policy Training
- eTravel: Policy
- eTravel: Travel Arrangers

**2.**
Complete CFAES Finance Training [http://cfaesfinance.osu.edu/Training/travel](http://cfaesfinance.osu.edu/Training/travel)
- Mileage
- Pre-trip Travel Training

**3.**
Once the training is completed fill out the [Financial Systems Access Request Form](#).
You will receive an email when your access has been granted. Sign into eTravel using your OSU Internet Username and Password.

**Resources**
CFAES Travel page: [http://cfaesfinance.osu.edu/travel](http://cfaesfinance.osu.edu/travel)
CFAES Finance Service Center: [cfaesbusiness@osu.edu](mailto:cfaesbusiness@osu.edu)
OSU Travel: [https://osutravel.osu.edu/policy/](https://osutravel.osu.edu/policy/)
ASSIST pages on eTravel: [https://it.osu.edu/assist/assistTravel/index.html](https://it.osu.edu/assist/assistTravel/index.html)