UNIVERSITY OF MARYLAND
TRAVEL CARD MANAGEMENT SYSTEM (TCMS)
ACCESS FOR ACCOUNT UPDATERS

Cardholders do not need to complete this form to obtain access for their own card; all travel cardholders automatically have access to their own card in the Travel Card Management System.

Access to the Travel Card Management System may be requested for those individuals who update or verify account numbers and object codes as part of their official duties. Access may be based on default KFS account number(s) or department code(s). To request access electronically, send an email that includes all of the information below to your department head or his/her designee. Upon approval, the department head or designee should forward the request to *travel@umd.edu*. Alternatively, you may print this form, complete the information below, and route the form through your department head or designee to:

University of Maryland - Travel Services
2107 Patapsco Building, College Park, MD 20742
travel@umd.edu Tel. 301.405.0607 Fax: 301.405.0555

Applicant/Updater Information

Name _____ UID _____

Email _____ Tel. _____

I request access to the Travel Card Management System. My official duties require access for card(s):

      with default KFS Number(s):   __ __ - __ __ __ __ __ __ __
                                     (campus)   (KFS #)

          and/or

      within department code(s):   __ __ - __ __ __ __ __ - __ __   to   __ __
                               (campus)   (dept. code)   (sub-code)   (sub-code)

Statement of Understanding

I understand that, pending all approvals, I will be given access to information contained in University administrative and/or academic computer systems solely for the purpose of fulfilling my official job duties. I agree to keep all information in a manner that is appropriate to its content and to keep any personally identifiable information confidential, kept out of public view, and stored in a secure location/form whether it is in paper copy, contained in software, visible on screen displays, in computer readable form, or any other form.

I understand I am solely responsible for my use of this information, including its disclosure to others. I therefore agree not to re-disclose or provide access to this information except as authorized by my job duties and in compliance with federal and state laws and University policy. Neither curiosity nor personal relationships provide a basis for any breach of confidentiality.

TCMS Access for Account Updaters

By signing this TCMS Access for Account Updaters form, I acknowledge I am the only authorized user of the assigned Travel Card Management System account and that I will take steps to maintain the security, confidentiality, and integrity of any information accessed by me. These steps include protecting the confidentiality of my password to ensure others may not use it to access my account.

I have read the University of Maryland Policy on the Acceptable Use of Information Technology Resources available at *https://president.umd.edu/administration/policies/section-x-miscellaneous-policies/x-100a*. I have had the opportunity to have my questions answered, regarding this policy and/or my access to, and use of, the information.

I understand providing information for unauthorized uses or otherwise violating University confidentiality policies relating to the information may result in disciplinary action, including my dismissal and prosecution under applicable federal or state laws. If I am a student employee, I understand that misuse may also result in a referral to the Student Judicial Board.

By signing this form, I verify I have read and understood this form and agree to comply with its contents.

_____ _____

Applicant/Updater Signature   Date

Department Head Approval

I approve the request for the applicant indicated on this form, to have access to the card(s) defaulting to the KFS and/or department codes indicated on this form.

_____ _____

Department Head Name (Printed)   Title

_____ _____

Department Head or Designee Signature   Date