

Statewide Travel Management System (STMS) Profiles - System Permissions

Profiles - In the STMS, a profile determines what a user can do. Profile names match the duties performed by the user with that profile. There are two types of profiles: **Functional and Administrative**. *Each user can have only one Functional profile*. Certain users may have additional Administrative Profiles. If a user has a functional profile, he/she may also be an Auditor, Reporter, or a User Manager.

Profile Names: Functional in Green; Administrative in Yellow	Prepare Trip Forms For Someone Else	Create Trip Forms For Themselves	Approves Trips for Themselves Created by a Preparer	Approve Trip Forms For Someone Else	Serve as a Delegate Approver	Perform Agency Audits for Someone Else's Trip - FLAIR Upload	Read Only Trips	No Access to STMS - Preparers Create Travel on Their Behalf	Provide access for employees to the STMS via the User Client and assign Profiles (JAC)	Read Only Reports
Preparer	X	X								X
Traveler		X	X							X
Approver*		X		X	X					X
Fiscal Accountant		X				X				X
Auditor							X			X
Reporter										X
Proxy Traveler								X		
User Manager**									X	

****Not a profile in STMS, but manages STMS access including adding, editing, and removing employees & travelers; utilizing a user management tool. JAC Accounting will perform this function.**

*Types of Approvers - Approvers review forms for submission to the Fiscal Accountant (JAC)	Approve Forms for Others	Approve Own Forms	Supervisor or Delegate	Can be a Traveler	Can be the Final Approval Authorization to Incur Travel Expenses	Can be the Final Approval for Travel Advances and Reimbursemen ts	Mark Travel as Secure (Confidenti al) - Excluded from Certain Reporting	Final Approval Sends the Trip Form (Reimbursemen t or Advance) to Fiscal Accountant (JAC) for Review & FLAIR Upload
Reviewer	X		X	X			X	
Payment Approver	X		X	X		X	X	X
Agency Head or Delegate	X		X	X	X	X	X	X
Self-Approver	X	X	X	X	X	X	X	X