Concur Travel System Access Form (Non-Employee)

Non-Employee Name (as it appears on their government IDs) and E-mail

Last Name	First Name	Middle Name or Initial	UHCL E-mail Address (Students Only)

UHCL System Vendor ID (required for reimbursement)   Sponsor Dept

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TSA Required Information:

Gender: ☐ Male ☐ Female   Date of Birth (MM/DD): _____ / _____

Traveler Type for Applicant: **Approver(s) for this Travel:**

☐ Prospective Employee
☐ Prospective Student
☐ Regent
☐ Student (Non-employee)
☐ UHS Contractor (Paid a fee)
☐ University Guest (not paid a fee)

Supervisor _____

Dept Head _____

Default Cost Center for Request/Expense Report

BU	Fund	Dept	Program	Project/Grant

Delegates: Employees who can act on the behalf of the Applicant in Concur.

Employees who can **make travel arrangements** on behalf of the Applicant**:

Last Name	First Name	Employee ID	Office Phone Number

Employees who can **create** and **submit** the Applicant's Requests/Expense Reports **:

Last Name	First Name	Employee ID	Office Phone Number

** These employees must be already setup in the Concur travel system as users.

CBA or DBA: Print Name   Signature   Date

Please email this form to concurtravel@uhcl.edu