

Concur Supplemental Form for Employee Access Updates

Employee User Information

Contact for Questions about this Request

EmplID	Employee Name	Contact Name	Contact Phone
_____	_____	_____	_____

Required Access Updates

Check the applicable box(es) and provide necessary information below:

Update the default cost center***

New Default Cost Center
(BU-Fund-Dept-Program-ProjectID) _____

Add the above employee's newly issued UH System Vendor ID for reimbursements:***

Vendor ID (10 digits) _____

Add/Remove approver role for the above employee to approve other employee's Travel Requests and Expense Reports in Concur:

Add or Remove

Certifying Signatory Role* Dept ID _____ State Local

Unit Head Role ** Dept ID _____ State Local

Add/Remove delegates who can approve other employee's Travel Requests and Expense Reports on behalf of the above employee:

Add or Remove

	EmplID	Employee Name
<input type="checkbox"/> Delegate for Supervisor Role	_____	_____
<input type="checkbox"/> Delegate for Certifying Signatory*	_____	_____
	_____	_____
<input type="checkbox"/> Delegate for Unit Head	_____	_____
	_____	_____
	_____	_____

Add/Remove the Cash (Travel) Advance eligibility

<input type="checkbox"/> Add	_____	_____	_____
<input type="checkbox"/> Remove	Name of CDA to approve	EmplID of the CDA	CDA Signature

*Note: Certifying Signatory approval role can only be assigned/delegated to Certifying Signatories.
 **Note: Employees can only be a Unit Head or a Certifying Signatory in Concur, not both.
 ***Note: Only CDA or DBA Signature is needed for this change. Applicant Signature is not required.

	Applicant Signature	Date
	_____	_____
CDA or DBA Name	CDA or DBA Signature	Date
_____	_____	_____