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  UH/UHD E-mail Address (Students Only)

UH System Vendor ID (required for reimbursement)  Sponsor Dept

TSA Required Information:

Gender:  □ Male  □ Female  Date of Birth (MM/DD/YY):

Traveler Type for Applicant:

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

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.

Please email this form to concur@central.uh.edu
This form is accepted only via DocuSign effective 9/1/2023

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