

**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
_____	_____	_____