

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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

UH System Vendor ID (required for reimbursement)	Sponsor Dept
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This form is accepted only via DocuSign effective 9/1/2023

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Last Name	First Name	Employee ID	Office Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Print Form

Reset Form

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CDA or DBA:

Print Name

Signature

Date

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