



Reset Form

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

UHCL 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):

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"/>

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.

CDA or DBA: Print Name Signature Date

Please email this form to concurtravel@uhcl.edu