Form: Transfer of Concur Delegate Role

Due to personnel changes, we are requesting that the delegate access previously assigned to the prior employee be transferred and re-assigned to the current employee as indicated below:

Delegate Access previously assigned to:

Prior Employee Name:	Employee ID:
Delegate Access needs to be re-assigned to:	
Current Employee Name:	Employee ID:
Access Level (as Traveler Delegate for those lise Submit TR or TER for a non-employee.	sted below; check all that apply)
Create a TR or TER for an employee.	
Book travel for employee.	
Book travel for non-employee.	
Requesting Delegate Access to the following	Concur accounts:
Employee Name or Non-employee Name	Employee ID or Non-employee email
Requestor Name:	Requestor Title:
Requestor Signature:	Date:
CDA Name:	
CDA Name:	
CDA Signature:	Data

> Please email this form to concur@central.uh.edu