

Suzanne Audet

## Request for Concur Preparer Delegate access for Employees.

Complete all fields and send to Suzanne Audet.

Employee acknowledges that they still have to review and submit expense reports in Concur. Preparer cannot submit on their behalf.

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Employee Last name/First name-	
requesting to assign delegate access	
<b>Employee ID-requesting delegate</b>	
I all and S and Section	
Delegate Employee Last Name, First Name	
Delegate Employee ID	
U 1 V	
Delegate Training Date	
Delegate Training Date	
<b>Department Name</b>	
Department Number	
Set ID	UMDAR
Approval:	
Approvai.	
Employee Paguacting Dalagete Signature	Data
Employee Requesting Delegate Signature	Date
	D.
a	Date