

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.

Employee Last name/First name-requesting to assign delegate access	
Employee ID-requesting delegate	
Delegate Employee Last Name, First Name	
Delegate Employee ID	
Delegate Training Date	
Department Name	
Department Number	
Set ID	UMDAR

Approval:

Employee Requesting Delegate Signature

Date

Suzanne Audet

Date