



**Request for Concur Preparer Delegate access for Employees.**

Complete all fields and send to [controller.request@umassd.edu](mailto:controller.request@umassd.edu).

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

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

\_\_\_\_\_  
Employee Requesting Delegate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Controller's Office Approval

\_\_\_\_\_  
Date