

Concur Authorization Form For Rensselaer Students

	Student With Access to Concur	Student as a Guest No Access to Concur
RIN		
Legal Name		
RCS ID (ex. rochmp@rpi.edu)		
Address: If paid by check, this is where the reimbursement check will be mailed.		
Default Fund #		
Default Organization #		
Default Program #		
Default Activity #		
Home Portfolio #		
Home Organization #		
Supervisor: (This is the RPI employee responsible for approving the business purpose of the trip.)		
Travel Arranger and Expense Delegate: This is the RPI employee that will make the travel arrangements and will also prepare and submit expense reports on behalf of the student. Must not be the supervisor designated above.		
<p>Choose One</p> <p>Direct Deposit (preferred option)</p> <p><input type="checkbox"/> I would like my reimbursement to be directly deposited to my bank. I understand that I will receive an e-mail from you when I have access. <small>Important: It can take up to 3-5 days for the Concur system to confirm your banking information prior to processing your first direct deposit. This will hold true as well anytime you make a change to your banking information.</small></p> <p>Check</p> <p><input type="checkbox"/> I would like to be reimbursed by check.</p>		

Printed Name and Signature Supervisor

Date

Please submit this completed form to the Travel Office, Rice Building, 5th Floor so that the profile can be established in Concur. **The student with access to Concur named above or the Travel Arranger/Expense Delegate named above will be contacted once the profile has been established. At that time you will be provided instructions on how to access Concur and how to complete the profile.**

