

**CONCUR AUTHORIZATION FORM
STUDENTS**

Students will be given access to the Concur travel system on an as-needed basis and will be de-activated in the system 30 days after the End Date of Travel, as indicated in the field below.

The department requesting a student to be set-up in Concur will need to complete this form. The student must have an assigned delegate; someone who will complete or help them complete the Travel Request, Booking, and Travel Expense report. The delegate’s name and banner ID# must be included on the form. Any incomplete forms will be returned to the department. The delegate cannot be the same as the approver.

Once the student is set-up in Concur, the delegate will be notified by email and given instructions on how to login to the system for the student’s travel needs.

Any students traveling as part of a group, who will not receive a reimbursement, will *not* need access to Concur, but should be included as part of a list attached to the responsible faculty or staff member’s travel.

Please refer to the [Travel Services](#) web page for other important information regarding Student Travel.

Student Banner ID #	
Student Legal Name	
Student YSU Email Address	
FOAP	
Financial Manager	
End Date of Travel	
Delegate Name	
Delegate Banner ID #	

Applicant Signature

Date

Financial Manager Signature

Date

Manager of Accounts Payable & Travel Signature

Date

Please email the completed form to: travelservices@ysu.edu, so the profile can be established in Concur.

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