



## CONCUR AUTHORIZATION FORM FOR FACULTY/STAFF

Complete this form **ONLY** if Faculty/Staff cannot logon to Concur through the YSU portal.

Banner ID#	
Legal Name	
YSU Email Address	
Default Fund #	
Default Organization #	
Default Program #	
Financial Manager over Default Fund/Org	
Delegate Name (If desired)	

*Signature of the Financial Manager*

*Date*

Please email the completed form to: [travelservices@ysu.edu](mailto:travelservices@ysu.edu). The faculty/staff named above will be contacted by Travel Services with instructions on how to proceed after authorization has been received and access has been established.

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