TEXAS STATE UNIVERSITY
The rising STAR of Texas

CONCUR PROXY ROLE REMOVAL

Complete this form to request the Concur Proxy role be removed from an employee.

Employee Name: _____ **NetID**: _____

Classification: ◯ Faculty / Staff ◯ Student Employee

Department: _____

Phone: _____

_____ _____
Account Manager Signature **Date**

By signing above, the Account Manager acknowledges the employee above no longer needs the Concur Proxy role and their ability to create and process travel for others will be revoked.

Submit completed forms via email to travel@txstate.edu.