TEXAS STATE UNIVERSITY

The rising STAR of Texas

CONCUR PROXY ROLE REQUEST

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

SECTION 1 – PROXY INFORMATION

Employee Name: _____ **NetID**: _____

Classification: ◯ Faculty / Staff ◯ Student Employee

Department: _____

Phone: _____

Reason for Request: ◯ New Hire ◯ Change of Job Duties

SECTION 2 – CONCUR TRAINING VALIDATION

I, _____, _____, certify the employee above:
Account Manager Name **NetID**

◯ attended and completed a Concur Training session on _____.

◯ self-studied the Concur|CTP user guides and completed the recorded training session.

Please provide the Concur Proxy role to _____.

_____ _____
Account Manager Signature **Date**

By signing above, the Account Manager acknowledges responsibility for all travel actions taken by the Proxy and that this role is needed in order to perform their job duties.

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