



CONCUR Expense Access Request Form

*This form is for UPHS & Agency Personnel that need access to Concur Expense. It will give the user Delegate and/or Expense Approval capabilities only. The UPHS & Agency Personnel will not be able to request personal reimbursement through Concur.

PennID _____

Last Name _____

First Name _____

Middle Name _____

Penn Key _____

Home/Sponsor S/C # _____

Home/Sponsor ORG # _____

Email Address _____

End-Date (Required for agency personnel) _____

Affiliation with the University _____

Work Address _____

Work Phone _____

My signature below indicates that I have read and agree with the below statement:

As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will maintain in strictest confidence the data to which I have access. Any confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal use of copying of software, any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy.

Date:

Requestor - Printed Name

Requestor - Signature

Business Administrator - Printed Name

Business Administrator - Signature

Access Administrator - Printed Name

Access Administrator - Signature

Please return the completed form via Intramural Mail:
Intramural Mail: (6205) - 3451 Walnut St (Franklin Building), 3rd Floor, Financial Systems