



# Rensselaer

## Concur Expense Reimbursement Direct Deposit Authorization

We recommend that travel reimbursements be direct deposited into your bank account. This is the quickest and most convenient method of payment.

- Please give me access to add my banking information to my profile in Concur. I understand that I will receive an e-mail from you when I have access.

RIN: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Important:**

It can take 3-5 days for the Concur system to confirm new or changed banking information with your Banking Institution. Upon a successful confirmation, your reimbursements will begin to be directly deposited into your account.

***Please submit this completed form to Disbursement Operations, Rice Bldg, 5<sup>th</sup> Floor for processing.***