



Concur Authorization Form For Faculty and Staff

RIN	
Legal Name	
RCS ID (ex. rochmp@rpi.edu)	
Address: If paid by check, this is where the reimbursement check will be mailed.	
Supervisor (This is the RPI employee responsible for approving the business purpose of the trip.)	
Default Fund #	
Default Organization #	
Default Program #	
Default Activity #	
Home Portfolio #	
Home Organization #	

Choose One

Direct Deposit (preferred option)

() I would like my reimbursement to be directly deposited to my bank.
 I understand that I will receive an e-mail from you when I have access.
Important: It can take up to 3-5 days for the Concur system to confirm your banking information prior to processing your first direct deposit. This will hold true as well anytime you make a change to your banking information.

Check

() I would like to be reimbursed by check.

Printed Name and Signature of the Portfolio Business Manger

Date

Please submit this completed form to the Travel Office, Rice Building, 5th Floor so that the profile can be established in Concur.

The faculty/staff named above will be contacted once the profile has been established. At that time you will be provided instructions on how to access Concur and how to complete your profile.