

## Concur Book for Guest Access Form

## Employee Information

- **Employee Name:** \_\_\_\_\_ **Sac State ID#:** \_\_\_\_\_
  - **Email Address:** \_\_\_\_\_ **Dept Name:** \_\_\_\_\_
  - **Supervisor Name:** \_\_\_\_\_
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## Access Agreement

I, the undersigned, acknowledge and agree to the following:

1. **Purpose of Access:** This access is strictly for non-employee/student university business-related travel (NET). It is granted solely for travel activities associated with university operations and must not be used for personal or unauthorized purposes. Only department support staff are eligible to receive this access.
2. **Request & Expense Reporting:** I will ensure that the NET has an active supplier ID# and all other necessary documentation before proceeding with Concur. I am responsible for completing a Concur Request and obtaining approval before making any travel arrangements. Additionally, I will submit an Expense Report within 30 days of the travel end date to reconcile any travel card charges.
3. **Compliance:** If you fail to comply with the rules for using Concur for guest access, your access to the system may be revoked. Supervisors will be copied (via email) on all airfare purchases and reservations made through Concur or the Travel Management Company (TMC). Supervisors are responsible for reviewing the airfare purchases and reservations that are made under their purview.
4. **Training:** I have completed the necessary **Concur Training** and understand how to properly use the system for Request & Expense reporting.
5. **Understanding Policies:** I have read and fully understand the following documents:
  - [CSU Travel Procedures and Regulations](#)
  - [Concur Guide for Non-Foreign, Non-Employee Travel](#)

By signing this form, I agree to comply with all relevant policies and procedures set forth by the university.

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## Signatures

- **Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
  - **Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
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**Note:** The access will be reviewed periodically. Non-compliance or misuse of access may result in immediate termination of this privilege.