



University
of Regina

Concur Access Request

(Non Employees, Recuring Payee, Student Traveler)

Return to - Reimbursement.Claim@uregina.ca

The setup process requires a minimum of two business days, as information must be transferred from Concur to Banner overnight. Please ensure that all required information is completed so the setup process can be completed smoothly.

Individual's information

Legal Name

First Name

Middle Name

Last Name

U of R ID (9 digits if known)

If ID # is unknown, provide SIN/Birthday

SIN #

Birthday

Are you a (select one)

☐ Student

☐ Non-Staff

Email address

(must use your @uregina.ca email address if available)

****If providing a personal email address (e.g., Gmail), you must confirm the Personal Email Address Consent on the next page.**

Phone number

Address

City/Town

Province

Postal Code

For security purposes, access is limited to one year. If longer access is required, provide the reason and termination date. All accounts require a termination date.

☐ Access Required Beyond One Year

Termination Date

mm/dd/yyyy

Reason for over 1 year access

Payment method - if the individual is already set up for payment previously, skip this section

Does the individual wish to set up Direct Deposit as the payment method?

☐ YES - Answer next 2 questions

☐ NO - A cheque will be issued to the address provided

☐ Confirm the Direct Deposit Form has been completed

☐ Confirm a void cheque is attached

Approver and Delegate

Name of employee approving the claim in Concur

If you are granting delegate access to a UofR employee, complete the section below.

Name of delegate (**must be different from the approver**)

Select the type(s) of access the delegate require:

☐ Prepare

☐ Submit

*If the **delegate does not have Submit access**, the claimant will be required to submit the claim after the delegate has completed the review/preparation.*

Authorisation

Name of the Approver (PRINT/TYPE)

Approver's Signature

FOR ACCOUNTS PAYABLE ONLY

- ☐ Ensure that ID is created in Banner
- ☐ Ensure that DD is completed (if necessary)
- ☐ Ensure Concur is properly set up using the exact same ID as Banner



Personal Email Address Consent

If you are providing a personal email address (such as Gmail) for your SAP Concur account, please review and confirm the following:

Your email address will be collected and used by the University of Regina for the purpose of creating and administering your SAP Concur account and providing access to the University's expense management system.

By signing this form, you specifically consent to the collection, use, and disclosure of your personal email address for the purpose of your SAP Concur account where a personal email address is required or preferred for system functionality. If you choose not to provide a personal email address, the University will determine whether an alternative business process or University-issued email address can be used; however, some SAP Concur features or services may not be available.

SAP Concur is a third-party cloud service, and information associated with your SAP Concur account, may be collected, accessed, stored, processed, or backed up by SAP Concur and its authorized service providers in jurisdictions outside Canada. As a result, your personal information may be subject to the laws of those jurisdictions.

Your information will be retained only as long as necessary to administer your SAP Concur account and to satisfy the University's records management requirements. Records containing personal information will be managed in accordance with the University's applicable records retention and disposition requirements and applicable privacy legislation. Questions applicable to these records may be directed to the University's Access and Privacy Office at privacy.access@uregina.ca.



I consent to the collection and use by the University of Regina of the personal email address provided on this form for the purposes described above. I understand that my information may be stored or processed outside of Canada and will be retained in accordance with the University of Regina's applicable records retention and disposition requirements.

Authorisation

Name of the New User (PRINT/Type)

New User's Signature

Date

Return completed form to: Reimbursement.Claim@uregina.ca