



Travel & Reimbursement Services

THE UNIVERSITY OF UTAH

Delegate signature authority within UTravel Concur

Date: _____

Travel Accounting,

I, _____ delegate my signature authority for all travel reimbursements (or travel-related expenses) within the UTravel Concur system to _____ for the following roles: Level 1, Level 2, Budget Approval and Supervisor.

Sincerely,

Note: Scanned or digitized signatures must be sent by the signatory or the signatory must be cc'd in the email, so that we may confirm if needed.