



Travel & Reimbursement Services

THE UNIVERSITY OF UTAH

Change Supervisor for multiple users within UTravel Concur

Date: _____

Travel Accounting,

I, _____, UNID: _____ delegate my Supervisor responsibilities to approve Cash Advances and Expense Reports within the UTravel Concur system to _____, UNID: _____ for the following individuals for whom I am Supervisor. (Attach in Excel file)

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.