U.S. FISH & WILDLIFE SERVICE
CONCUR USER ACCESS FORM

INSTRUCTIONS:

The Service uses this form to collect information required to establish / adjust Concur profiles for employees and invitational (non-employee) travelers. The information required differs, based upon whether the individual is an employee (generally expected to log into Concur to book and document travel) or an invitational traveler (not permitted to log into Concur; appointed a Travel Arranger to assist with booking and documenting travel). The form will only display fields required for the traveler's user type.

First, save this form to your desktop. Fill out all required fields for the Concur user type and submit this form in compliance with Regional / program policy – either by sending it to your Regional FATA or directly to the DOI Travel Helpdesk Customer Service Center at travel_helpdesk@ios.doi.gov. If you have any questions, please call the DOI Travel Helpdesk at 855-847-6398 and select Option 1.

Please review these two important reminders prior to completing the form:

- Incomplete forms will be returned. There are mandatory fields marked in red; if you are not sure of the information required for one or more of these mandatory fields contact your Regional FATA or the Helpdesk.
- Do not include any home phone numbers, personal email addresses, charge card information, or TSA Secure Flight information (gender, date of birth) on this form. After the form is processed and the account is established, you or your Travel Arranger will log into Concur to add this information.

SECTION A: IDENTIFYING INFORMATION

Request Type:

Traveler Name (First, Middle, Last):

Concur User Type (choose one):

☐ **Employee** ☐ **Invitational Traveler**

Traveler Work Phone Number:

Traveler FWS Email Address (employee):

- OR -

Travel Arranger FWS Email Address (invitational traveler):

Employee Identification Number (EIN) or FBMS Vendor Number:

This is an 8-digit number assigned to you through the payroll or vendor acceptance process. This number is required to establish your Concur profile; your form will not be accepted without an EIN / vendor number. If you need assistance locating your EIN / vendor number, please contact your Regional FATA. ***Do not submit this form without an EIN / vendor number.***

SECTION B: TRAVELER PROFILE SETTINGS

Traveler Geographical Location:

Concur Role(s):

- ☐ Federal Traveler
- ☐ Federal Supervisory Travel Approver
- ☐ Federal Traveler Arranger
- ☐ T-Enter Authority

This Federal Supervisory Travel Approver should be able to approve documentation for the following travelers / Cost Centers:

SECTION C: EXPENSE INFORMATION (Complete at least one field)

Cost Center:

Routing List Name / Name(s) of Individual(s) on Routing List:

Reset Form