



Travel Management System (TMS)

JOB AID #1.01

January 2015

Job Aid Description: Request Concur Login

Access to TMS/Concur is available to existing employees. New employees may request user set-up by sending an email to the KSU Travel Administrator (travel@kennesaw.edu). Complete the form below and attach it to your email request.

This information is required in order to create a new user record in the system. Make sure you check with the Business/Budget Manager or Department Chair to **confirm your default Speed Chart and Department Budget ID**. Note: A KSU email address is required.

Concur New User & Profile Change Information Request

LAST NAME:	
M.I.:	
FIRST NAME:	
KSU EMAIL:	
Default Speed Chart:	
DEFAULT MANAGER:	
DEPARTMENT BUDGET ID:	
Supervisor:	

You will be notified with an "Activation email" when your Concur User Profile set-up has been complete. Attached to that email will be further instructions.

If you have question, please email the
Travel Administrator at travel@kennesaw.edu.