

Concur Travel Bypass Procedures

The Concur system has a bypass feature that will allow the Delegate to create the travel request and travel reimbursement for Students or any Non-UNF Employee. Concur will bypass the traveler in the system and then forward the document on to the Immediate Supervisor for approval.

Steps required to set up a travel bypass for a Student or Non-UNF Employee

1. Email acctpay@unf.edu the following information for the traveler:
 - ❖ First and Last Name
 - ❖ Home Address
 - ❖ Email Address
 - ❖ Traveler's N# (if student)
 - ❖ Delegate's Name and N#
 - ❖ Approver's Name and N# (Immediate Supervisor)
 - ❖ Division
 - ❖ Department
 - ❖ Index
 - ❖ Fund
 - ❖ Organization
2. The name, address, and email address will be updated in the Banner System by the Accounts Payable Department.
3. Accounts Payable will send an email to banner-finance@unf.edu to request the bypass be completed in the Concur System.
4. Once the bypass has been created, an email will be sent from banner-finance@unf.edu to the requestor to confirm the creation of the bypass.

For questions, please contact acctpay@unf.edu or banner-finance@unf.edu.