



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
Concur Government Edition (CGE) User Profile Request
and FBMS Vendor Master Setup

DATE []

REQUEST TYPE [] NEW USER [] TRANSFER WITHIN BLM [] CHANGE VENDOR MASTER

TRAVELER INFORMATION

Must Use Full Legal Name

FIRST [] MIDDLE [] LAST []

SOCIAL SECURITY [] DATE OF BIRTH [] [] MALE [] FEMALE

BLM EMAIL [] ORGANIZATION CODE []

CHECK ALL APPLICABLE BOXES [] I AM A BLM EMPLOYEE (INCLUDES ADS & TEMPS) [] I AM A SUPERVISOR AND APPROVE TRAVEL DOCUMENTS
[] I AM A TRAVEL ARRANGER [] I AM AN INVITATIONAL TRAVELER (RAC MEMBERS, LOCAL GOVERNMENT, POLITICAL APPOINTEES.)
[] I AM A BLM EMPLOYEE THAT WILL BE TRAVELING WITHIN THE FIRST 2 WEEKS OF EMPLOYMENT (MUST COMPLETE FINANCIAL INFO SECTION)
I WILL BE ISSUED A GOVERNMENT TRAVEL CHARGE CARD: [] Yes [] No

HOME RESIDENCE INFORMATION

CITY [] STATE [] ZIP CODE []

OFFICE INFORMATION

ADDRESS [] CITY []
STATE [] ZIP CODE [] OFFICE PHONE [] OFFICE FAX []

FINANCIAL INSTITUTION INFORMATION FOR DIRECT DEPOSIT OF TRAVEL REIMBURSEMENTS

DO NOT complete this section if you are a BLM employee and would like your travel reimbursement to deposit in the same bank account as your payroll currently does.

This section is only required if you are an Invitational Traveler, a new BLM employee that will be traveling within the first two weeks of your employment, or if you want your travel reimbursements to deposit in a different bank account other than where your payroll deposit is going.

FINANCIAL INSTITUTION NAME []

FINANCIAL INSTITUTION ADDRESS []

CITY [] STATE [] ZIP CODE []

NINE DIGIT ROUTING NUMBER [] ACCOUNT NUMBER []

ACCOUNT TYPE [] CHECKING [] SAVINGS [] FOR TRAVEL DEPOSITS ONLY

EMPLOYEE SIGNATURE:

*** FEDERAL AGENCY TRAVEL ADMINISTRATOR USE ONLY ***

PERMISSION LEVELS [] DATE ENTERED []

ROUTING LIST [] ENTERED BY []