



# United States Department of the Interior INTERIOR BUSINESS CENTER



## ConcurGov Profile Addendum Form

(For use by DOI - OS [including IBC] and BTFA federal employees)

**Part I: Requestor Information.** Travelers should use name as it appears on their valid government ID.

<b>Official Traveler Name</b>  <b>and</b>  <b>Other Required Data:</b>			
	<i>First Name</i>	<i>Middle Name</i>	<i>Last Name</i>
	<i>Name Suffix</i>		<i>Male (M) or Female (F)</i>
	<i>Birth Date (mm/dd/yyyy)</i>		<i>Last 4 digits of SSN</i>
	<b>ConcurGov Office/Directorate</b>		

**Part II: Travelers.**

<b>Will someone else be booking your travel arrangements?</b>	Check One:	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>
	If yes, enter your Travel Arranger's name: _____				
<b>Who approves your Travel documents?</b>	_____				
<b>If you are a new DOI employee, do you anticipate travel in your first 3 weeks of employment?</b>	<b>YES</b>	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Part III: Travel Arrangers Only.** List all travelers **and** office(s) for which you prepare travel authorizations and/or vouchers:

<b>ConcurGov Organization(s)</b>	<b>Last Name</b>	<b>First Name</b>
<i>If you need additional lines, check the box to the right and add an attachment:</i>		

**Part IV: Reviewing/Authorizing Officials Only.** This would include: Travel Reviewers or Authorizing Officials (TA Approvers, TV Authorizers).

Enter applicable information about the office(s) for which you will perform routing functions.

<b>ConcurGov Organization(s)</b>	<b>Traveler Name</b>	<b>Reviewer or Authorizer</b>
<i>If you need additional lines, check the box to the right and add an attachment:</i>		

Privacy Act Statement: This information is requested under the authority of 5 U.S.C. Chapter 57, 31 U.S.C. 3511, 3512 and 3523, and 41 CFR 300-304, Federal Travel Regulations for the purpose of processing travel and travel reimbursements for individuals on official Federal Government business. The information will be used to facilitate travel booking services, travel authorizations, vouchers and expense reimbursements. Information may be disclosed to Department of the Interior officials to facilitate compliance with Federal and agency travel reporting requirements, the Department of the Treasury for payment of claims, commercial travel services and travel charge vendors to facilitate travel and travel claims, and other organizations as permitted under the routine uses identified in GSA/GOVT-4 (74 FR 26700, June 3, 2009) system of records notice, which may be viewed at <https://www.doi.gov/privacy/> sorn. Providing information is voluntary, however, not providing the requested information may delay processing of travel reservations and expense claims.

<b>Additional Comments:</b>	
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**IMPORTANT NOTE TO TRAVELERS:**

If you prefer to have your Travel Reimbursement Payment to be deposited at a bank other than your Payroll deposit bank, you must also complete the “OS/BTFA FBMS Vendor Update Form” (also known as, ACH Form) - **and** - annotate on the form ‘**Alternate Bank for Travel Payments**’ - - along with your ConcurGov Profile Maintenance Form **and** your ConcurGov Profile Addendum Form.

The ACH form can be located at the following URL –  
<https://ibc.doi.gov/FMD/ConcurGov-DOI-Forms>

Please use this web site each time you want to complete a form because the forms are changed periodically; and once changed, the old forms will no longer be accepted for processing.

<i>ConcurGov System Administrator Use Only:</i>			
<i>Organization/Group:</i>			
<i>Employee ID:</i>		<i>User Role Membership:</i>	
<i>Login Name:</i>			
<i>Date Accomplished:</i>		<i>Accomplished by:</i>	
<i>Notes:</i>			

*For questions about completing this form, contact IBC Federal Agency Travel Administrators (FATAs) at email box:*

`ibc_fatas_do_concuregov_support@ibc.doi.gov`

*Completed forms can be submitted through the IBC FATAs' email box:*

`ibc_fatas_do_concuregov_support@ibc.doi.gov`

**HAND WRITTEN DOCUMENTS WILL NOT BE ACCEPTED FOR PROCESSING.**

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