**Concur account request for VISITORS – with UK bank account only**

Title:

First Name:

Last Name:

Email address:

ADDRESS:

Country:

Address line 1:

Address line 2:

City/Town:

Post code:

Event attending, with date:

Convenor:

Reference and cost code (if known):

**The visitor email address should be entered in lowercase only**

Once the account is set up, please login and add your bank details in Concur-Profile, and add your claim.

Once the account is set up (usually next working day), for to:

<https://eu1.concursolutions.com>

Sign in – choose SAP Concur Password

Reset your password for your user account in the format: gfvisitor.[your\_email\_address\_given\_in\_this\_form] e.g. gfvisitor.johnsmith@gmail.com

Then, login and add your bank details in Concur - Profile, and finally add and submit your claim.