



# University AirCard

## Frequently Asked Questions

### What Is the TCU AirCard?

The TCU AirCard is a “ghost” card, meaning it is not a physical credit card. Instead, it is a virtual payment method available directly within Concur and Anthony Travel. Any employee with access to Concur can use the AirCard. It is designed exclusively for airfare purchases.

It provides a flexible alternative to a University Travel Card by allowing airfare bookings without single-purchase limits or filling your Travel Card's monthly limit.

### What Is the AirCard Used For?

The TCU AirCard is used exclusively to purchase airfare through Concur or Anthony Travel. Authorized employees may book tickets on behalf of other staff, guests, and students using the TCU AirCard.

Fare type matters when booking using the TCU AirCard. University requirements on the type of ticket apply, and upgrades to higher tiers must be paid for on a personal card.

### How to Use the AirCard

1. Book airfare through Anthony Travel and request use of the TCU AirCard
2. Book airfare directly through Concur. On the Review and Book page, change the form of payment to TCU AirCard.

When expensing TCU AirCard transactions:

- **Employee airfare:** The ticket transaction should be assigned to the employee named on the ticket, who must create and submit their own expense report.
- **Non-employee airfare:** Tickets will be assigned to the individual who booked them and may be submitted by that individual on behalf of the non-employee.

Once an airfare ticket is purchased, the funds are considered spent. The transaction must be expensed even if the flight is cancelled and an airline credit is issued for future use. For this reason, refundable or transferable tickets are strongly preferred.