



Requesting a PCard or Travel Card MCC Change

Scope and Purpose

This guide is intended for all TCU Procurement and/or Travel Card holders with access to Concur. This guide provides detailed information on how to request an MCC, or Merchant Category Code, change request to make purchases that have been, or otherwise would be, declined at the point of sale due to the merchant type.

Definitions

MCC Code: Merchant Category Code

A four-digit number used to designate the type of business or service provided by the seller or merchant. This code is assigned by the merchant's point-of-sale system and is based on the business type, not the specific goods being purchased. Whether a transaction is allowed depends on whether the MCC is permitted under the restrictions of the specific card type.

Process Overview

This section gives a quick overview without screenshots, if you just need a reminder of where to find the request.

Step 1: Create a Request in Concur

Access Concur using your preferred method, and create a request. Choose TCU Card Request and Updates, and select "change to existing card."

Step 2: Add an Expense to Report

Add an expense to your report, and choose item number 4- "MCC Change or Limit Change," and complete the applicable fields in the dialogue box that pops up. Click save once all the fields are complete.

Step 3: Submit Report

Submit the report.



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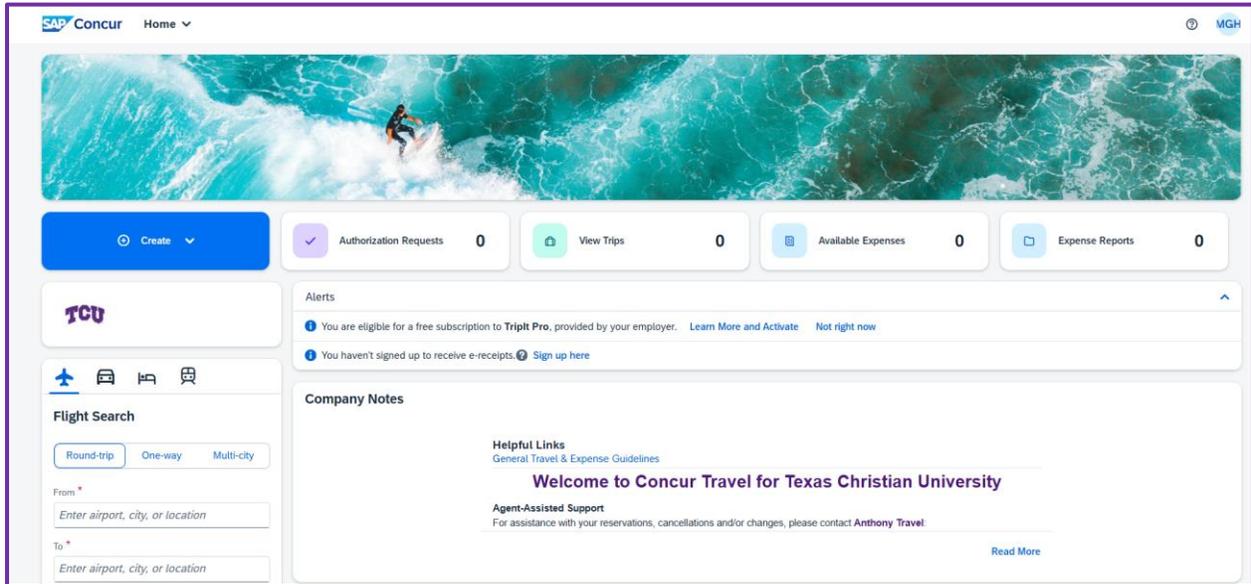


Step by Step Guide

Step 1: Access Concur

Navigate to your Concur profile through [MyTCU](#), tcu.okta.edu, a saved web link, or links found on TCU's Procurement webpage.

Log in with your SSO if prompted. Your home page should look something similar to this.

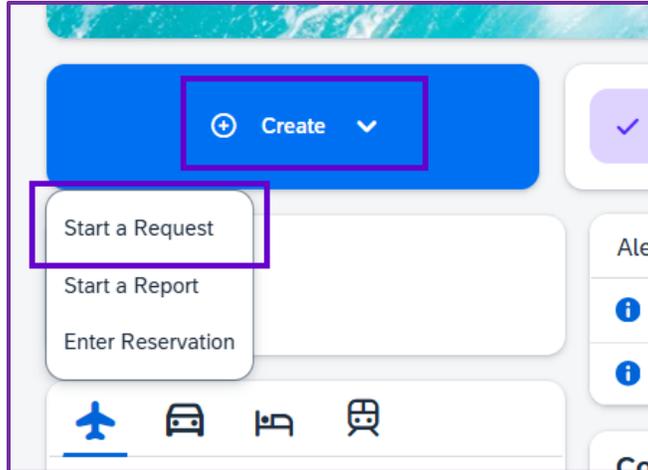




Step 2: Create a New Request

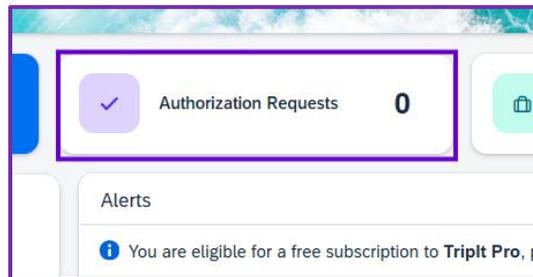
Method 1: From the Homepage

From your home page, click on the blue “create” button, and select “start a request.”

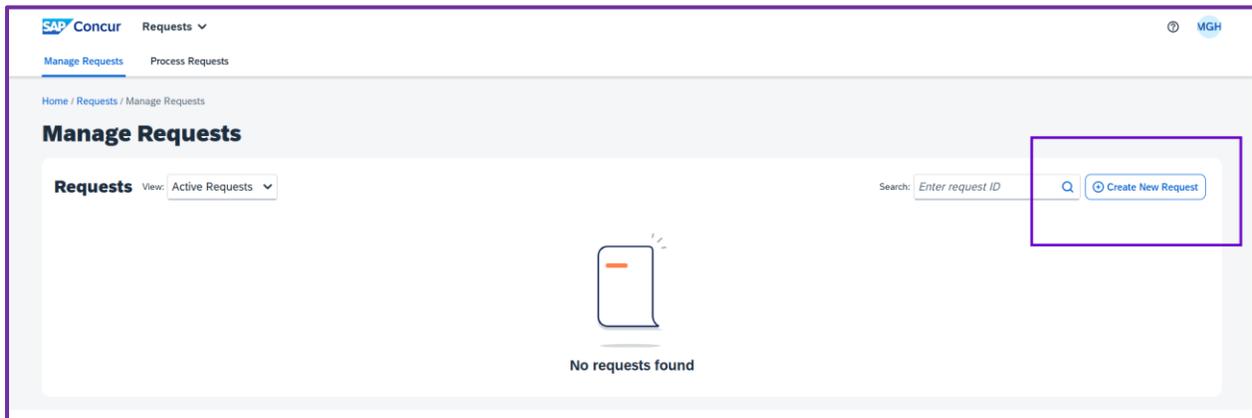


Method 2: Navigate through Manage Requests

Click Authorizations Requests.



Then click on Create New Request in the upper right-hand corner.





Step 3: Fill in the New Request Details

A new dialogue box will open after you click on Create New Request.

Item 1: Request Type

Select “TCU Card Request and Updates” in the box labeled 1. This will change all the field names and tell Concur that you are doing a request related to your card.

Item 2: Card Request Description

Enter a TITLE into this field for your request. Common titles include “MCC Change,” your name followed by “MCC,” and “Open MCC for XYZ”.

Item 3: Card Request Type

Select “Change to existing card” for item number 3. This will tell Concur you want to update your current card, not request a new one or cancel your existing card.

Item 4: Training

Always select “yes” to indicate you have completed the University training.

Item 5: Unit Information

If this information is not auto-filled, complete this section according to the unit you are assigned to or making the purchase for.

Item 6: Create Request

Review the information you have entered for accuracy, and then click on Create Request in the bottom right-hand corner.

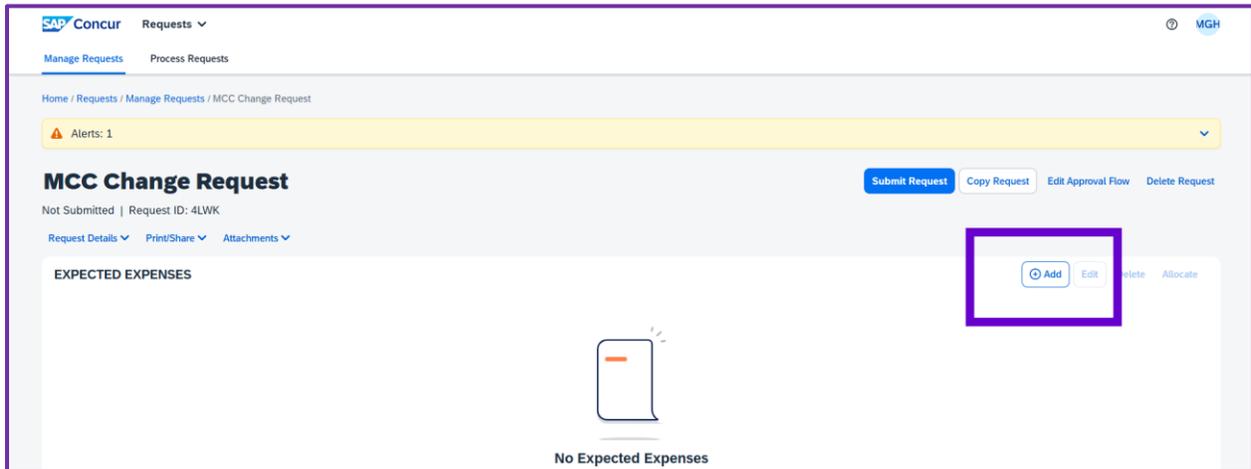


Step 4: Add an Expense

You have now created a report to request an MCC Change, but have not submitted it. The next step is to tell the report what kind of change to your card you would like to make.

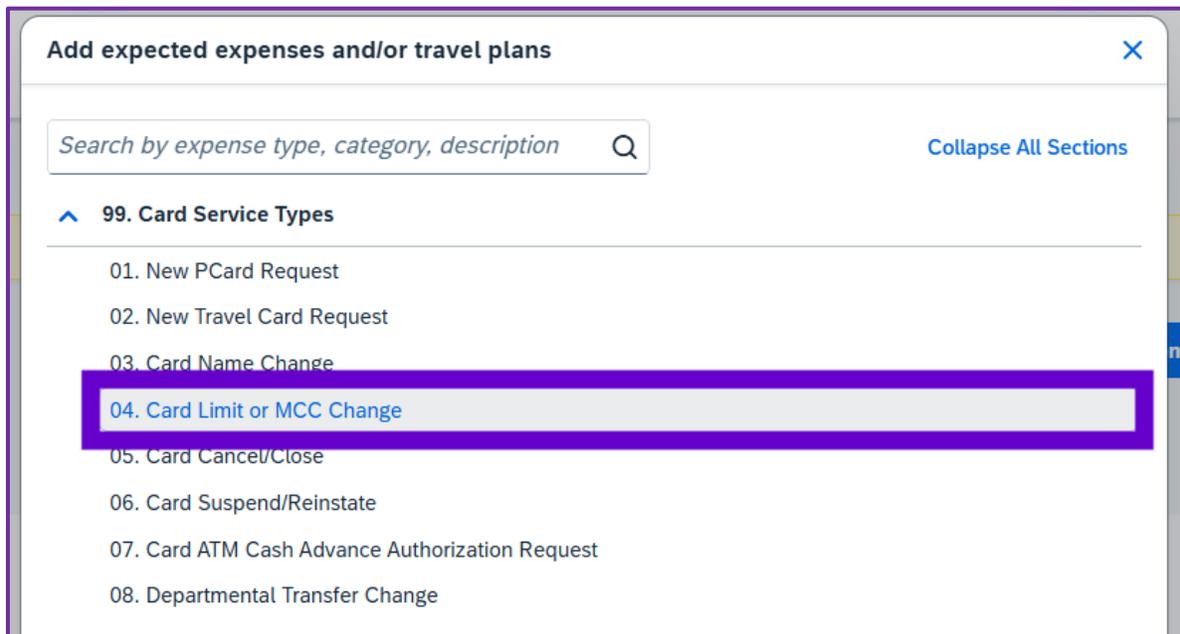
Item 1: Add an Expense

Click the +Add button in the upper right-hand corner underneath Submit Request.



Item 2: Select Card Limit or MCC Change

In the dialogue box that opens, select item number 4: Card Limit or MCC Change.





Item 3: Card Type

Select either Travel Card or PCard, depending on the type of card you need your MCC Change request for.

NB: If you have both a PCard and a Travel card, your selection here will be the card the MCC Change is applied to. It will NOT carry over to both cards.

The screenshot shows the SAP Concur interface for a 'New Expense: 04. Card Limit or MCC Change' request. The form includes the following fields and controls:

- Item 3:** Card Use Type (dropdown menu)
- Item 4:** Card Change Requested (dropdown menu)
- Item 5:** Time Span of Change Requested (dropdown menu, marked as a required field)
- Item 6:** Change Needed by Date (date field, MM/DD/YYYY)
- Item 7:** Temporary End Date (date field, MM/DD/YYYY)
- Item 8:** Business Justification for Change (text area)
- Item 9:** Enter Amount or MCC Needed (text area)
- Item 10:** Save and Cancel buttons



Item 4: Change Requested

Select MCC Change in this box to indicate you need one.

Submit or MCC Change

MCC Change

Card Change Requested * **Item 4**

Temporary End Date * **Item 7**
MM/DD/YYYY

Item 5: Choose Temporary

ALWAYS choose temporary for the box labeled Item 5.

Save Cancel

* Required field

Time Span of Change Requested * **Item 5**

Business Justification for Change * **Item 8**
0/54
0/2000

Item 6: Need By Date

Select a date you need the change completed. This date can be in the future.

NB: Look ahead as much as possible with your purchases, and allow time for your financial approvers to process your request. When processed, if the need-by date has already elapsed, the change request will begin on the date it is processed.

SAP Concur Requests

Manage Requests Process Requests

Home / Requests / Manage Requests / MCC Change Request / New Expense: 04. Card L

New Expense: 04. Card Limit or MCC Change Request

Allocate

Card Use Type * **Item 3: Card Type**

Change Needed by Date * **Item 6**
MM/DD/YYYY

Enter Amount or MCC Needed * **Item 9**

Save Cancel **Item 10**



Item 7: End Date (Optional)

Enter an end date for the MCC Change request if desired.

The standard window of time the MCC Change is active for is 48 hours, or two business days. If this field is left blank, that window of time will be utilized.

If you require additional time beyond the standard 48 hours to make your purchase, such as a series of purchases while traveling during a week-long conference, please enter the end date you need and add details regarding the extra time needed into the report under item 9.

Submit or MCC Change

CC Change

Card Change Requested * **Item 4** ▼

Temporary End Date ⓘ **Item 7** 📅
MM/DD/YYYY

Item 8: Reasoning

This field is designed to indicate to TCU why you need your MCC Change. Most purchases, such as conference registration fees for professional development, are straightforward. However, a more detailed justification is preferred.

Save Cancel

* Required field

Time Span of Change Requested * **Item 5** ▼

Business Justification for Change * **Item 8** 0/54

0/2000



Item 9: Transaction Details

Enter into this box as much detail on the transaction as you can provide. If you have a dollar amount and vendor information, that is helpful.

If this request is for travel, please provide your travel dates and destination.

NB: If this is a technology, software, or online data platform purchase, please indicate if IT has pre-approved the purchase. Email itpurchasing@tcu.edu with questions and requests.

NB: If this is a purchase that requires a contract, please provide the contract provisions as approved by University Contracts. Email contract_questions@tcu.edu with questions and requests.

Item 10: Save

Review the information entered to ensure accuracy, and then click save at the bottom OR the top.



Step 5: Review Details and Submit

Review the details of the report to ensure accuracy.

Check for Alerts at the top and ensure there are no errors.

Click on Submit Request.

Home / Requests / Manage Requests / MCC Change Request

Alerts: 1

MCC Change Request

Not Submitted | Request ID: 4LWK

Request Details | Print/Share | Attachments

Submit Request Copy Request Edit Approval Flow Delete Request

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Comment	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>		04. Card Limit or MCC Change	Example Justification	06/20/2025		



Reviewing Status

Once you have submitted a request, you can view the status of its approval at any time by navigating to the report found under Manage Requests.

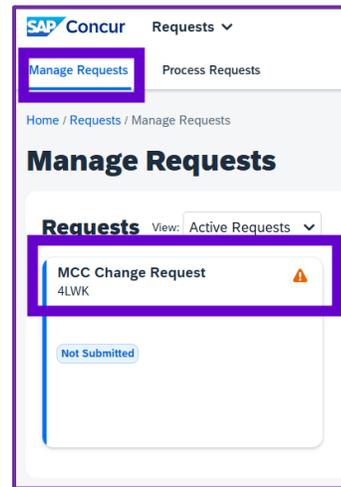
Ensure the report says **SUBMITTED** in green.

Submitted

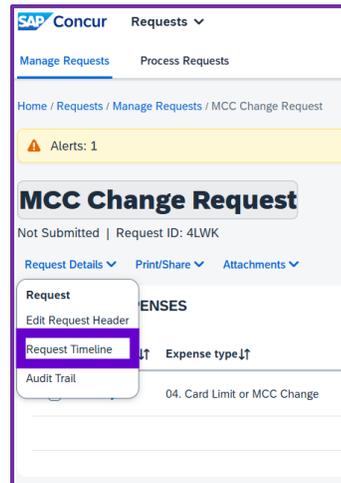
Reports that have been approved will say **APPROVED** in green.

Approved

Click on the request you want to view.



Once you enter the report, select Request details in the upper left, and click on Request Timeline to view which step it is at.





Resources

[Concur Travel & Expense Page](#) – Information regarding expenses and traveling

[University Card Programs](#) – University page including Travel and PCard Guides

[Card Compliance Training](#) – University training for card compliance

concur@tcu.edu – Support for Concur and purchasing cards

itpurchasing@tcu.edu – Support for software and online data platform purchases

contract_questions@tcu.edu – Support for contracts with vendors

JP Morgan Cardholder Support - 800-316-6056

International Cardholder Support 1-847-488-3748

Fraud Alert Text Messages - [Sign Up Website](#)