

Be Sure to complete the University Credit Card Compliance Training and sign the TCU Credit Cardholder Responsibility Agreement prior to submitting the Travel Card Request in SAP Concur. The Signed Agreement will be attached to your Travel Card Request in SAP Concur. For more information please visit [vcfa.tcu.edu/university-card-programs/](http://vcfa.tcu.edu/university-card-programs/)

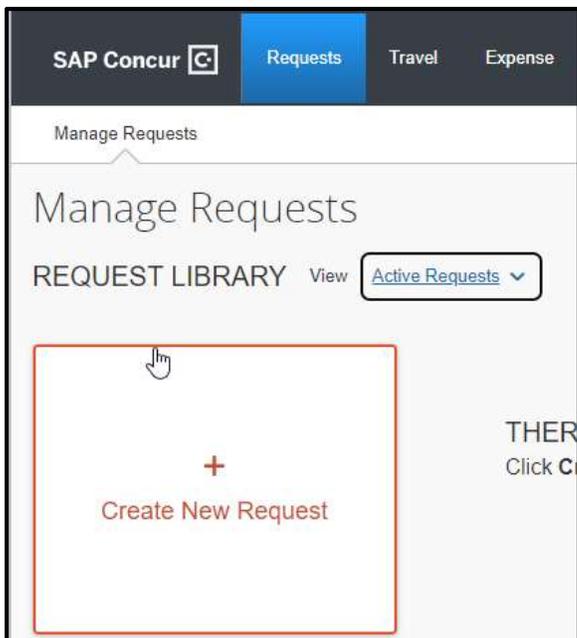
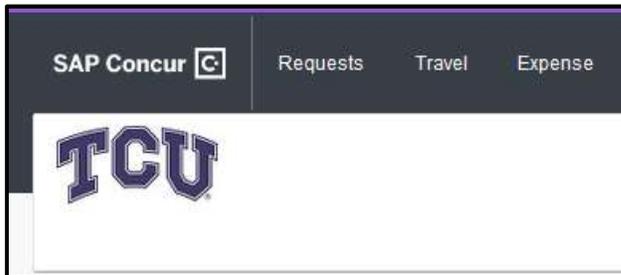
## TCU SAP Concur Travel Card Guide

### Contents

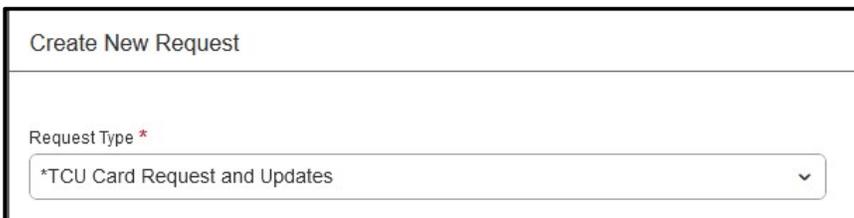
Creating and Submitting a Request - Need a New Travel Card .....	2
Creating and Submitting a Request – Update an existing Travel Card .....	6
Creating and Submitting a Request – Cancel, Suspend or Reinstate an existing Travel Card .....	11

## Creating and Submitting a Request - Need a New Travel Card

1. From the home page, click **Request** and then **Create New Request**.



2. Upon clicking **Create New Request**, select **\*TCU Card Request and Updates** in the Request Type dropdown.



3. You will then be required to enter information specific to your card request.

<b>Field Name</b>
Request Type (*TCU Card Request and Updates)
Card Request Description
Card Request Type (select 01. New Card)
Business Unit
Fund
Department
Comments

4. Once you have entered the required information, select **Create Request**.

5. Click on the **Add** button under **Expected Expenses** then select **02. New Travel Card Request**.

### Add Expected Expense

- ▼ 99. Card Service Types
  - 01. New PCard Request
  - 02. New Travel Card Request
  - 03. Card Name Change
  - 04. Card Limit Change
  - 05. Card Cancel/Close
  - 06. Card Suspend/Reinstate
  - 07. Card ATM Cash Advance Authorization Request
  - 08. Departmental Transfer Change

6. Complete the required fields on the New Travel Card Request form and select Save.

### New Expense: 02. New Travel Card Request

Cancel Save

**Allocate**

Needed by Date \* ?  
 📅

Employee Middle Name

Card Use Type \*

Will you be using the card for Entertainment expenses? \*

Additional Information

Employee First Name ?

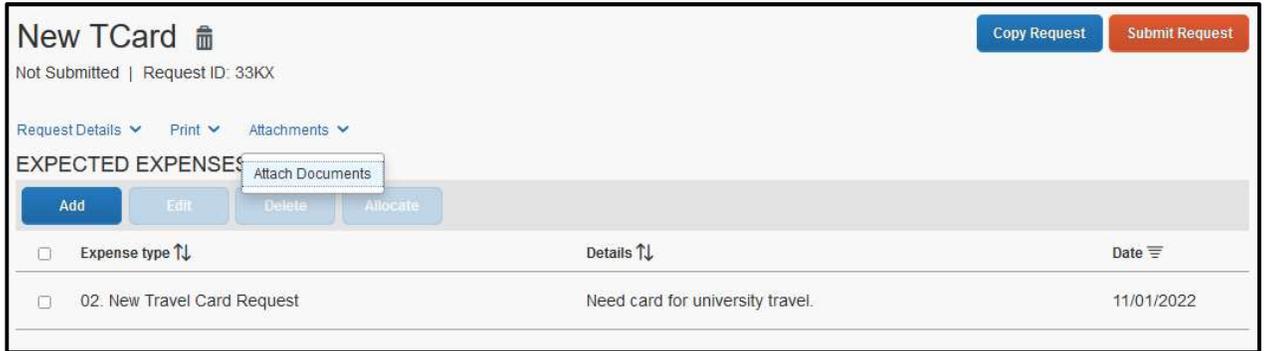
Employee Last Name ?

ATM Cash Advance Authorization Requested

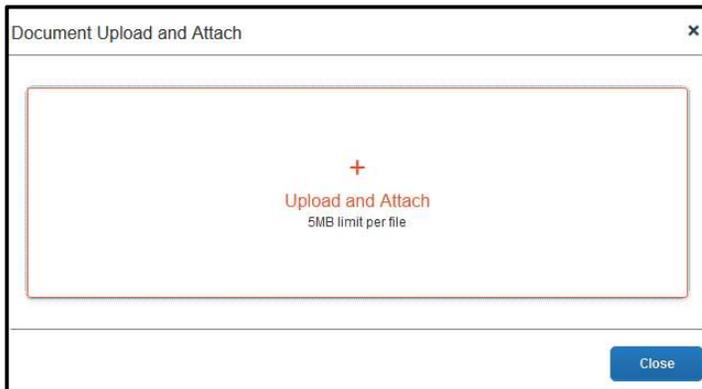
Business Justification \* ?

Save
Cancel

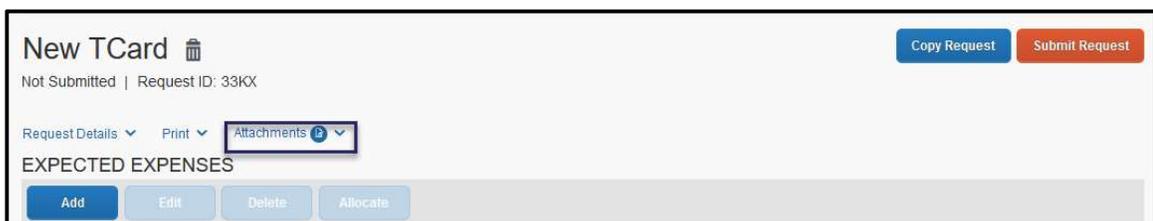
- Once your Travel Card request is complete you must attach a TCU Credit Cardholder Responsibility Agreement. To attach your agreement, click the **Attachments** down arrow and then select Attach Documents.



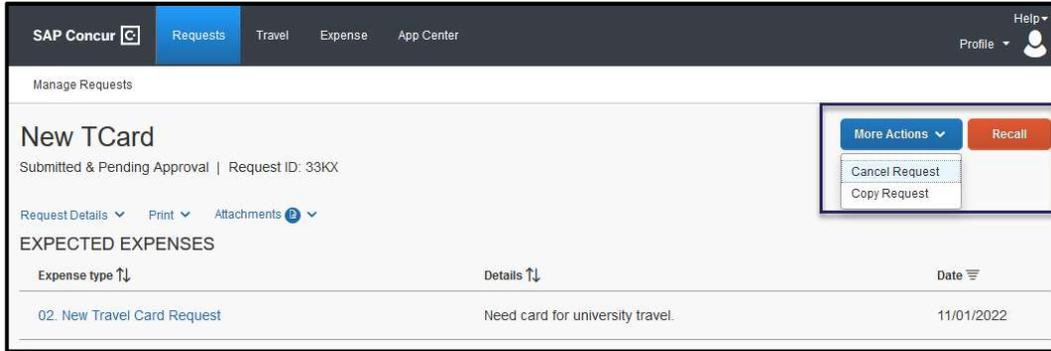
- Click the Document Upload and Attach dialog window and use the file upload tool to locate and select your certificate.



- Attachments are indicated by an icon in the Attachments dropdown area. The final step is to select Submit Request. Your request will be routed to the appropriate resources for approval.

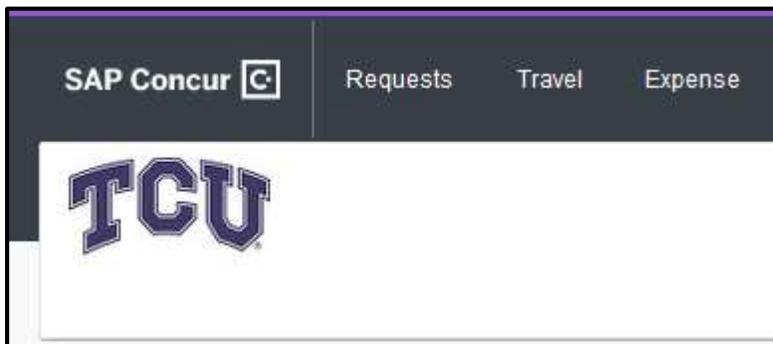


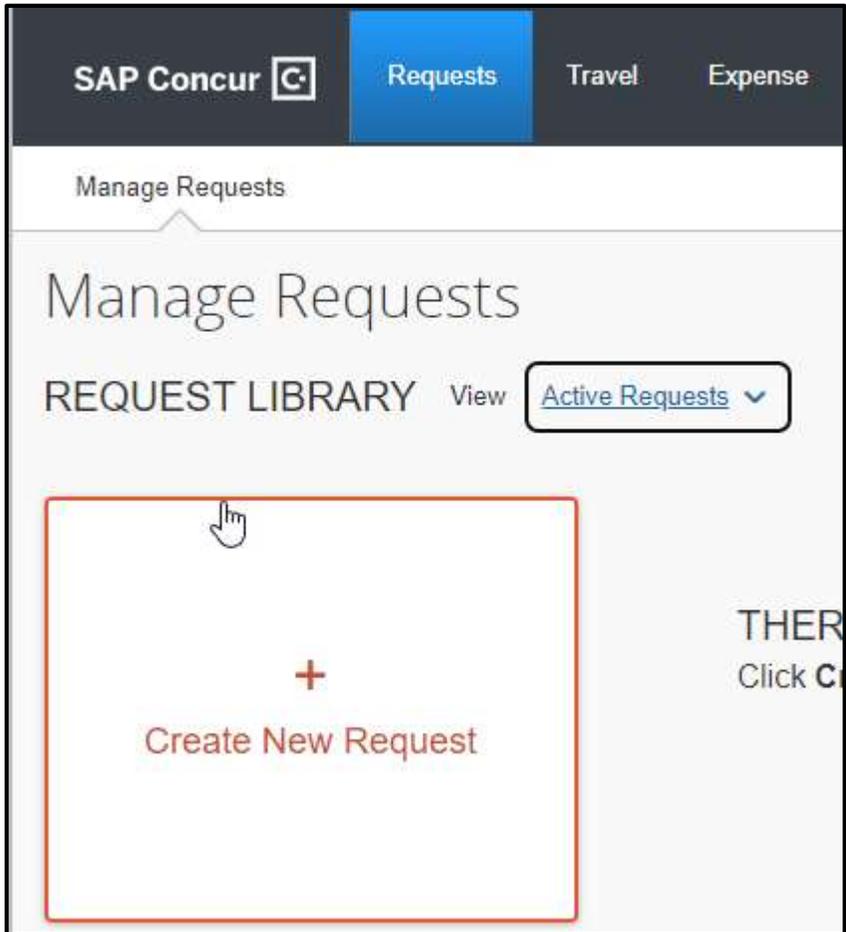
- After submitting your request, in More Actions you may Cancel Request or Copy Request, you may also Recall the request (prior to the final approval) if you need to make changes or additions.



## Creating and Submitting a Request – Update an existing Travel Card

1. From the home page, click **Request** and then **Create New Request**.





2. Upon clicking **Create New Request**, select **\*TCU Card Request and Updates** in the Request Type dropdown.

### Create New Request

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Request Type \*

\*TCU Card Request and Updates
▼

3. You will then be required to enter information specific to your card request.

Field Name
Request Type (*TCU Card Request and Updates)
Card Request Description

Card Request Type (select 02. Change to Existing Card)
Business Unit
Fund
Department
Comments

4. Once you have entered the required information, select **Create Request**.

Create New Request
✕

\* Required field

Request Type \*

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Card Request Description \* ?

Card Request Type \*

---

Business Unit \* 1

Fund \* 2

Department \* 3

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Comment

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Cancel
Create Request

5. Click on the **Add** button under **Expected Expenses** then select the type of change you are requesting (03. Card Name Change, .04 Card Limit Change, 07. Card ATM Cash Advance Authorization Request, 08. Departmental Transfer Change).

## Update TCard

Not Submitted | Request ID: 33L3

[Request Details](#) ▾ [Print](#) ▾ [Attachments](#) ▾

### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

### Add Expected Expense

▾ **99. Card Service Types**

- 01. New PCard Request
- 02. New Travel Card Request
- 03. Card Name Change
- 04. Card Limit Change
- 05. Card Cancel/Close
- 06. Card Suspend/Reinstate
- 07. Card ATM Cash Advance Authorization Request
- 08. Departmental Transfer Change

6. The available and required fields will vary based on the type of update you are requesting. Complete the appropriate fields and click Save.

### New Expense: 04. Card Limit Change

Allocate

Card Use Type \*  
1. Domestic Traveler

Type of Limit Change \*  
Permanent Increase

Limit Change Needed by Date \* ?  
11/01/2022

Temporary Limit End Date ?  
MM/DD/YYYY

Card Limit Options (Single Transaction / Monthly) \*  
02. Custom Limit

Custom Single Transaction Limit Requested  
\$ 22,000.00

Custom Card Limit Requested  
\$ 86,000.00

Business Justification for Limit Change \*  
Need increase for University sponsored group events. |

Additional Information

Save Cancel

7. Attachments are not required for Travel Card updates. Click Submit Request to complete the update request.

### Update TCard

Not Submitted | Request ID: 33L3

Request Details | Print | Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Expense type	Details	Date
04. Card Limit Change	Need increase for University sponsored group events.	11/01/2022

Copy Request Submit Request

8. After submitting your request, in More Actions you may Cancel Request or Copy Request, you may also Recall the request (prior to the final approval) if you need to make changes or additions.

SAP Concur | Requests | Travel | Expense | App Center

Manage Requests

### Update TCard

Submitted & Pending Approval | Request ID: 33L3

Request Details | Print | Attachments

EXPECTED EXPENSES

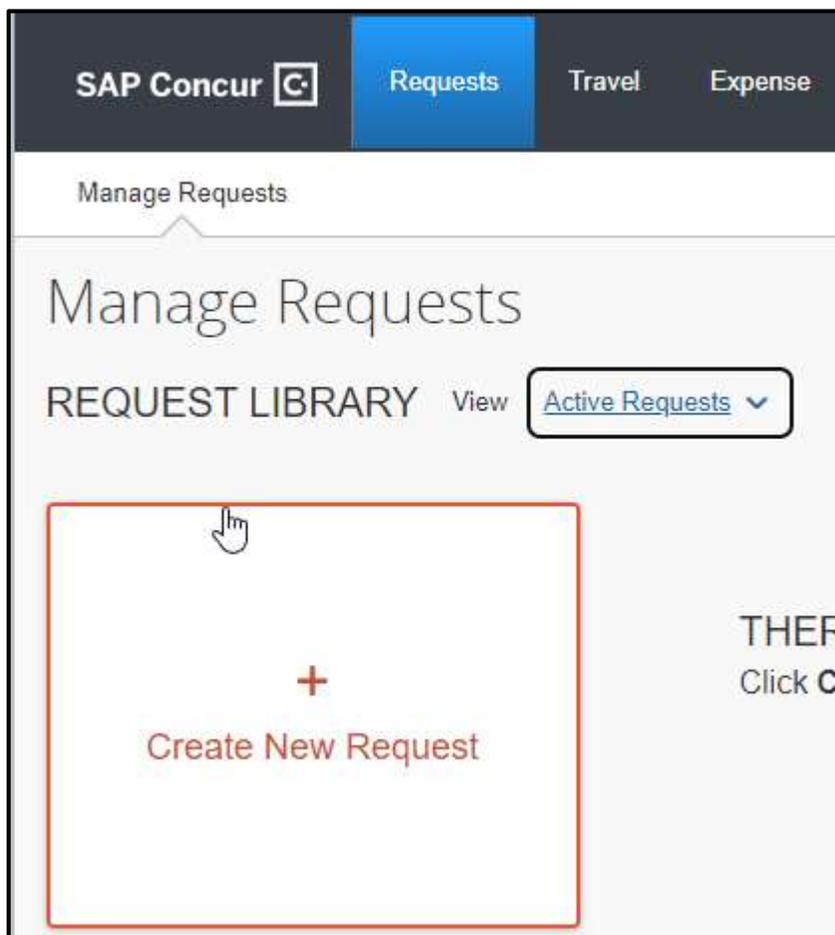
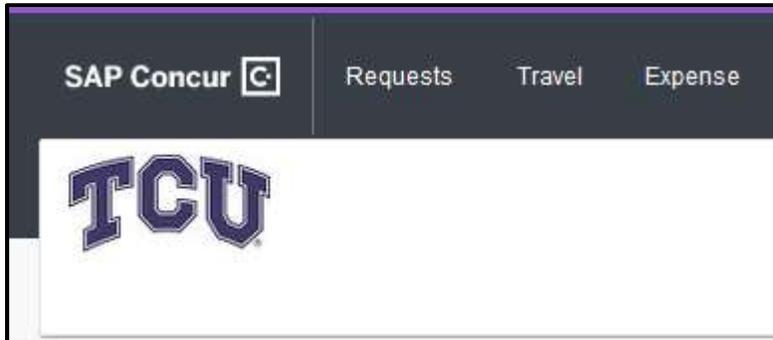
Expense type	Details	Date
04. Card Limit Change	Need increase for University sponsored group events.	11/01/2022

More Actions | Recall

Cancel Request  
Copy Request

Creating and Submitting a Request – Cancel, Suspend or Reinstate an existing Travel Card

1. From the home page, click **Request** and then **Create New Request**.



2. Upon clicking **Create New Request**, select **\*TCU Card Request and Updates** in the Request Type dropdown.

### Create New Request

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Request Type \*

\*TCU Card Request and Updates
▼

3. You will then be required to enter information specific to your card request.

Field Name
Request Type (*TCU Card Request and Updates)
Card Request Description
Card Request Type (select 03. Cancel/Suspend/Reinstate)
Business Unit
Fund
Department
Comments

4. Once you have entered the required information, select **Create Request**.

Create New Request
✕

\* Required field

Request Type \*

\*TCU Card Request and Updates
▼

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Card Request Description \* ?

Cancel Existing TCard

Card Request Type \*

03. Cancel / Suspend / Reinstate
▼

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Business Unit \*

▼
(BRITE) Brite Divinity School

Fund \*

▼
(10202) Brite Plant Funds

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Department \*

▼
(12070) Brite Dean's Office

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Cancel

Create Request

5. Click on the **Add** button under **Expected Expenses** then select the type of change you are requesting (**05. Card Cancel/Close**, **06. Card Suspend/Reinstate**).

# Cancel Existing TCard

Not Submitted | Request ID: 33L7

[Request Details](#) ▾ [Print](#) ▾ [Attachments](#) ▾

## EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

### Add Expected Expense

- ▾ **99. Card Service Types**
  - 01. New PCard Request
  - 02. New Travel Card Request
  - 03. Card Name Change
  - 04. Card Limit Change
  - 05. Card Cancel/Close**
  - 06. Card Suspend/Reinstate**
  - 07. Card ATM Cash Advance Authorization Request
  - 08. Departmental Transfer Change

6. The available and required fields will vary based on the type of update you are requesting. Complete the appropriate fields and click Save.

### New Expense: 05. Card Cancel/Close

Cancel Save

**Allocate**

Cancel Close Date Requested \*

Reason for Cancellation

Business Justification for Card Closure \*

Additional Information

Save Cancel

7. Attachments are not required for Travel Card updates. Click Submit Request to complete the update request.

### Cancel Existing TCard

Copy Request Submit Request

Not Submitted | Request ID: 33L7

Request Details  Attachments

#### EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Alerts <input type="button" value="↑↓"/>	Expense type <input type="button" value="↑↓"/>	Details <input type="button" value="↑↓"/>	Date <input type="button" value="≡"/>
<input type="checkbox"/>		05. Card Cancel/Close	No longer need card.	11/01/2022

8. After submitting your request, in More Actions you may Cancel Request or Copy Request, you may also Recall the request (prior to the final approval) if you need to make changes or additions.

SAP Concur Requests Travel Expense App Center Help

Manage Requests

Alerts: 1

### Cancel Existing TCard

Submitted & Pending Approval | Request ID: 33L7

Request Details  Attachments

#### EXPECTED EXPENSES

Alerts <input type="button" value="↑↓"/>	Expense type <input type="button" value="↑↓"/>	Details <input type="button" value="↑↓"/>	Date <input type="button" value="≡"/>
	05. Card Cancel/Close	No longer need card.	11/01/2022

More Actions

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