

How to Request a University Credit Card

Please follow the steps below prior to requesting your University Credit Card in SAP Concur

1. Read and understand the Reimbursement for University-Related Business Expenses – *Including appropriate expenses that can be reimbursed and personal taxability of unsubstantiated or untimely reimbursements*
2. Read and understand the University Credit Card Policy and the associated guidelines and procedures for each credit card type. (*Including how amounts owed to the University will be handled through a payroll deduction*)
3. Complete the TCU Credit Card Compliance Training
4. Read and sign the TCU Credit Cardholder Responsibility Agreement. You will need to print, sign and upload a copy to your card request in SAP Concur.
5. Complete your SAP Concur Profile and validate contact information
6. [Request your travel card in SAP Concur](#) or [Request your pcard in SAP Concur](#) – Be sure to attach the signed TCU Credit Cardholder Responsibility Agreement to your New Card Request in SAP Concur

Once the above items are completed and the New Card Request has been submitted and approved in SAP Concur, you will receive a link to complete the travel card application process. Before you receive your card, a follow-up email will be sent titled “Once you receive your card” with further instructions.

Please direct all questions, concerns, and feedback to concur@tcu.edu and include “travel card” or “pcard” in the subject line. Please visit the [travel and expense website](#) for additional information and resources.