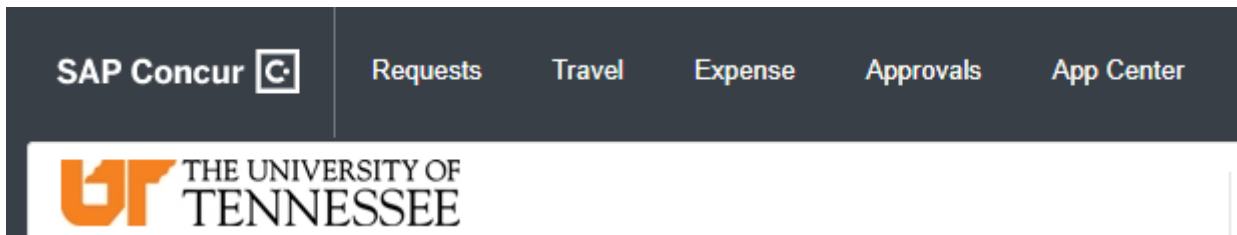




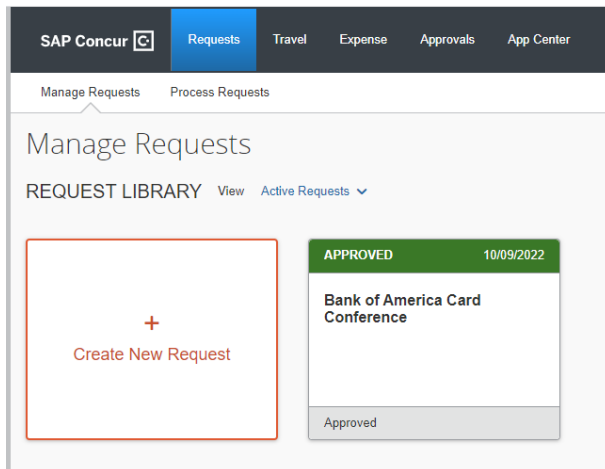
Create a Card Request in Concur

travel.tennessee.edu

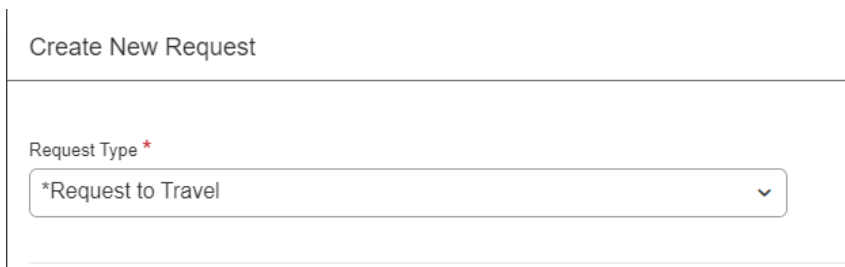
1. After logging in at travel.tennessee.edu, navigate to “requests” in the main menu.



2. Click “New Request”



3. Change the Request type to “Card Request”



- Fill out the form using your legal name and verify that any auto-filled information is correct, then click "Create Request" at the bottom right.

Create New Request ✕

Request Type * * Required field

*UT Card Request

Name on Card * Employee ID

Budget Entity * (17) University-Wide Administration Object Type * (CC) Cost Center Cost Center or WBS * (E170145020) Accounts Payable

Comment

Cancel Create Request

- Under "Expected Expenses" click "Add"

Not Submitted | Request ID: 6A4F

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

Add Edit Delete Allocate

- Choose "Request a New Card" OR if you need to change the limit of an existing card, click "Increase/Decrease Limits" (If changing credit limit, enter the desired credit limit, not the amount of the increase or decrease.)

Add Expected Expense ✕

Search for an expense type

Increase/Decrease Limits

Request a New Card

- Select the type of Card needed, and enter all information. **Please use full primary office address. Card will be delivered to this address via USPS and must include office numbers where applicable.**

Travel Card – For normal volume, individual travel expenses, default limit of \$5,000

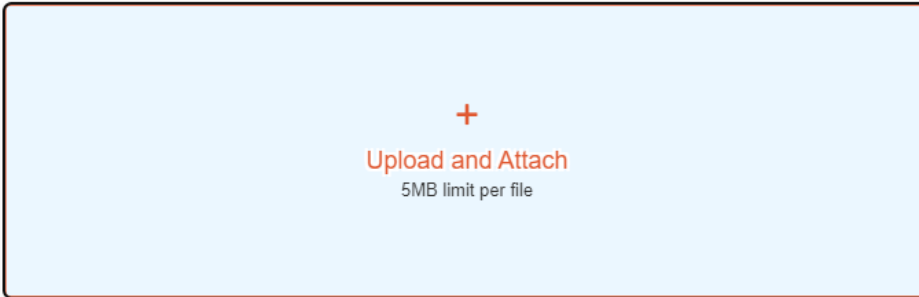
Group Travel Card – For high volume travel expenses, or for departments who book travel for guests or other authorized travelers of the University, default limit of \$15,000

P Card – Procurement card, not for travel expenses, default limit of \$20,000

Click “save” at the top of the page when finished

- Attach K@TE Training Certificate – Download your K@TE training certificate for your P or T Card training

Click attachments on the expense report, and then click upload and attach to select a file from your computer.





Close

Keep in mind:

- Training must have been completed within the previous 3 months of the application date
- Travel Card requests will require Travel Card training completion, while Procurement Card requests will require Procurement Card training completion. **Card applications will be returned if the incorrect training completion is attached.**

9. Once complete, select the entry you just created and Click "Submit Request" at the top right


 \$0.00 

Not Submitted | Request ID: 6A4F

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

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

<input checked="" type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>	Request a New Card	Knoxville, Tennessee		\$0.00	\$0.00
					\$0.00