

Requesting a Travel Card Through Concur

1. Click on the Concur Travel tile in the MyCU Portal
2. Hover your mouse on the + sign toward the top middle of the page
3. Click Start a Request
4. Fill in the following information
 - a. Request Type: CU Travel Card Services
 - b. Request Name : YourLastName_TravelCardRequest
 - c. Request Date : Today's Date
 - d. Card Service Request : 01. New Card Request – Travel Card
 - e. Employee ID, Employee Name and Email should automatically appear
 - f. Submit request to: HR Supervisor (HCM Reports To)
 - g. Speedtype: 11020671
5. Click Create Request

Create New Request

Request Type *
*CU Travel Card Services

Request Name *
Jessica Trowbridge

Request Date *
09/12/2023

Card Service Request *
01. New Card Request - Travel Card

Employee ID
310670

Employee Name
Trowbridge, Jessica

Employee Email Address
jessica.trowbridge@Colorado.EDU

Submit Requests to *
HR Supervisor (HCM Reports To)

SpeedType
(11020671) 11020671 - Ocg Administration - 10-10

Comment

Cancel Create Request

6. Click Add and select 01. New Card Request- Travel Card

SAP Concur Requests

Manage Requests

Trowbridge_TravelCardReq

Not Submitted | Request ID: DJF9

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Add expected expenses and/or travel plans

Search for an expense type

Card Service Types

- 01. New Card Request - Travel Card
- 03. Limit Changes
- 04. Suspend/Cancel or Reinstate
- 05. Name Changes
- 07. Address Update
- 08. Exceptions/Special Requests

More Actions Submit Request

THE BEST RUN SAP SAP Concur

7. Fill in the following information
 - a. First Name

- b. Last Name
- c. Employee ID
- d. Home Address
- e. Work Phone Number
- f. Billing Cycle Credit Limit: \$3,500.00

8. Click Save

New Expense: 01. New Card Request - Travel Card Cancel [Save](#)

09/11/2023

Employee Legal First Name [?](#)

Employee Legal Middle Name/Initial

Employee Legal Last Name [?](#)

Employee ID

Address 1 *

Address 2

City *

State *

Zip/Postal Code *

Work Phone Number *

Billing Cycle Credit Limit *

9. Click Request and select Request Timeline

Trowbridge_TravelCardRequest

Not Submitted | Request ID: DJF9 [More Actions](#) [Submit Request](#)

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

Request

[Edit Request Header](#)

[Request Timeline](#)

[Audit Trail](#)

EXPENSES [Allocate](#)

Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/> 01. New Card Request - Travel Card		09/11/2023		\$0.00

10. Confirm the Approver is your supervisor

Request Timeline ✕

Trowbridge_TravelCardRequest | \$0.00

Approval Flow [Edit](#)

Request ST Approver-Use the lookup feature for a list of available approvers, enter a * in the field below & select the approver Van Dalsem, Alexa P.

PSC Commercial Card Approval

Request Summary

No Summary.
This request has not been submitted

[Add Comment](#)

11. If it is not your supervisor, click Edit and search for their name


12. Click Save

Edit Approval Flow





Alerts: 1



 **Required Skillsoft Training for new Travel Card applicants: 1) Travel and Travel Card Training, 2) Fiscal Code of Ethics**

[+ Add Step](#)

Request ST Approver-Use the lookup feature for a list of available approvers, enter a * in the field below & select the approver

Last Name  van 

Van Dalsem, Alexa P. (alex.vandalsem@colorado.edu)
Campus: Boulder Department: Office of Contracts & Grants
Employee ID: 244855
244855

[+ Add Step](#)

Cancel

Save

13. Click Submit Request