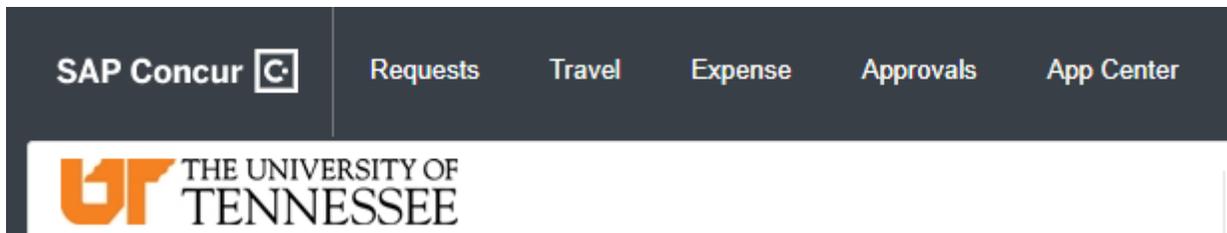




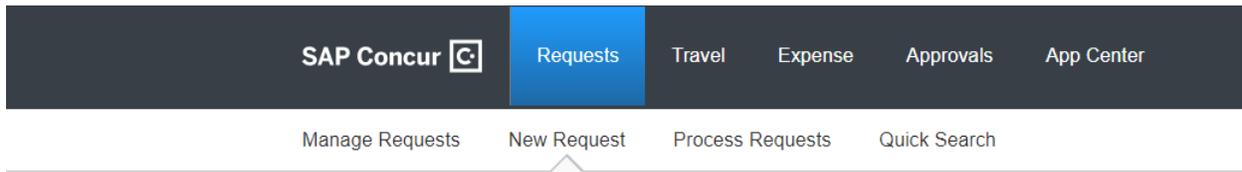
Create a Card Request in Concur

travel.tennessee.edu

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



Click “New Request” under the main navigation bar.



When this page appears, change “Request Type” (the first field) to UT Card Request

The screenshot shows the SAP Concur 'Request' form. The 'Request Type' dropdown is set to 'Request to Travel'. The 'Request Type' field is highlighted in blue. The form includes fields for 'Trip Name', 'Travel Start Date', 'Travel End Date', 'Trip Business Purpose', 'Comments', 'Destination Country', 'Trip Type', 'Traveler Type', 'List Dates of Personal Traveling', 'Will UT be paying for the trip?', 'Subject Entry', 'Request Type', 'Cost Center or HRID', 'Internal Order', 'Requested Amount of Cash Advancing', and 'Cash Advance Justification'.

Your card request form should automatically populate some of the information (such as your cost center). Verify the information is correct or enter the correct information and finish filling out the form. When you are finished with this section, click on the next tab “Expenses”

The screenshot shows the SAP Concur 'Request' form. At the top, there is a navigation bar with 'SAP Concur' and 'Requests' selected. Below the navigation bar, there are tabs for 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is active, showing the following fields:

- Request Type:** UT Card Request
- Name on Card:** [Empty]
- Employee ID:** 335992
- Budget Entity:** (17) University-Wide Administration
- Object Type:** (CC) Cost Center
- Cost Center or WBS:** (E170145020) TREASURER-ACCOUNT
- Comment:** [Empty text area]

At the top right, there are buttons for 'Cancel', 'Save', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'.

On the right side of the page, click “Request a New Card” OR if you need to change the limit of an existing card, click “Increase/Decrease Limits”

The screenshot shows the SAP Concur 'Request' form with the 'Expenses' tab selected. The 'Name on Card' is 'Jessica L Calderera'. The 'Expense Type' field is set to 'Increase/Decrease Limits'. Below this, there is a list of expense types, including 'Request a New Card'. The table below shows the requested expenses:

Date	Expense Type	Amount	Requested

At the bottom right, there are buttons for 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. At the bottom left, there are summary fields:

TOTAL AMOUNT \$0.00 | TOTAL REQUESTED \$0.00

Fill out all information in the form. Provide your primary work address and work email address. Then click "save" at the bottom of the page.

Expense Type: Request a New Card
Type of Card: [dropdown]
Date of Birth: [calendar icon]
Address Line 1: [text field]
Address Line 2: [text field]
City, State (Required field): [text field]
Zip/Postal Code: [text field]
Work Phone Number: [text field]
Work Email Address: [text field]
Comments: [text area]
Buttons: Save, Allocate, Cancel

When you are finished, your request should be visible on the left side of the page. Click the check box beside of the request and then the orange "Submit Request" button at the top right of the page.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Administration | Help | Profile | [user icon]

Manage Requests | New Request | Process Requests | Quick Search

Request 3TLR

Attachments | Print / Email | Delete Request | **Submit Request** | Status: Not Submitted

Name on Card : Jessica Calderera

Request Header | Expenses | Approval Flow | Audit Trail

+ New Expense | Details

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 06/27/1989	Request a New Card	\$0.00	\$0.00

Expense Type: [text field]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Increase/Decrease Limits
Request a New Card