Job Aid: Requesting a new Tcard

SAP Concur

How to request a new Tcard

The Tcard will be used for payments during travel and events

This Job Aid will go through the steps for requesting a Tcard through SAP Concur.

Screenshots are provided to use as visual guides for certain steps.

After you create a new request…

1. In the **Request Type** drop-down menu, select *UMD Card Requests and Updates.**

2. Fill in the fields listed below:

- **Request Name** – *Your legal name* + Tcard^
- **Request Date** – Today's date
- **User Type** – Choose from Staff, Faculty or Graduate Assistant
- **Reason for Request** – New card
- **KFS Account Number**

3. Click **Create** at the bottom-right.

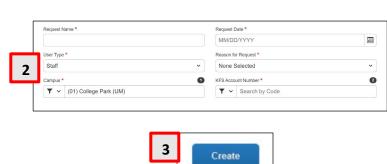**4.** Click the **Add** button under Expected Expenses and select **New Card Request.**
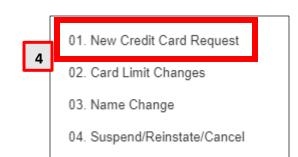
5. Fill in the fields listed below:

- **Reason for Card –** Choose from Infrequent Traveler, Frequent or International Traveler, Department Admin - Hosting
- **Business Phone Number**
- **Monthly Credit Amount**
  - Please note, if you choose **Other**, the **Other Monthly Limit** field must be filled
  - In the **Comment** field, please leave a note on why you need a custom limit

6. Click **Save.**

7. Click **Submit Request** at the top-right.

^Adding "Tcard" after the cardholder name will facilitate tracking the number of Tcards that are being requested.