

How to request a new Tcard

Employees may request a Travel Card (Tcard) for payments during travel and hosted events.

This Job Aid will go through the steps for requesting a new Tcard through SAP Concur, and how to make changes to an existing card.

To request a New Tcard, open a new request...

1. In the **Request Type** drop-down menu, select ***UMD Card Requests and Updates**.
2. Fill in the fields listed below:

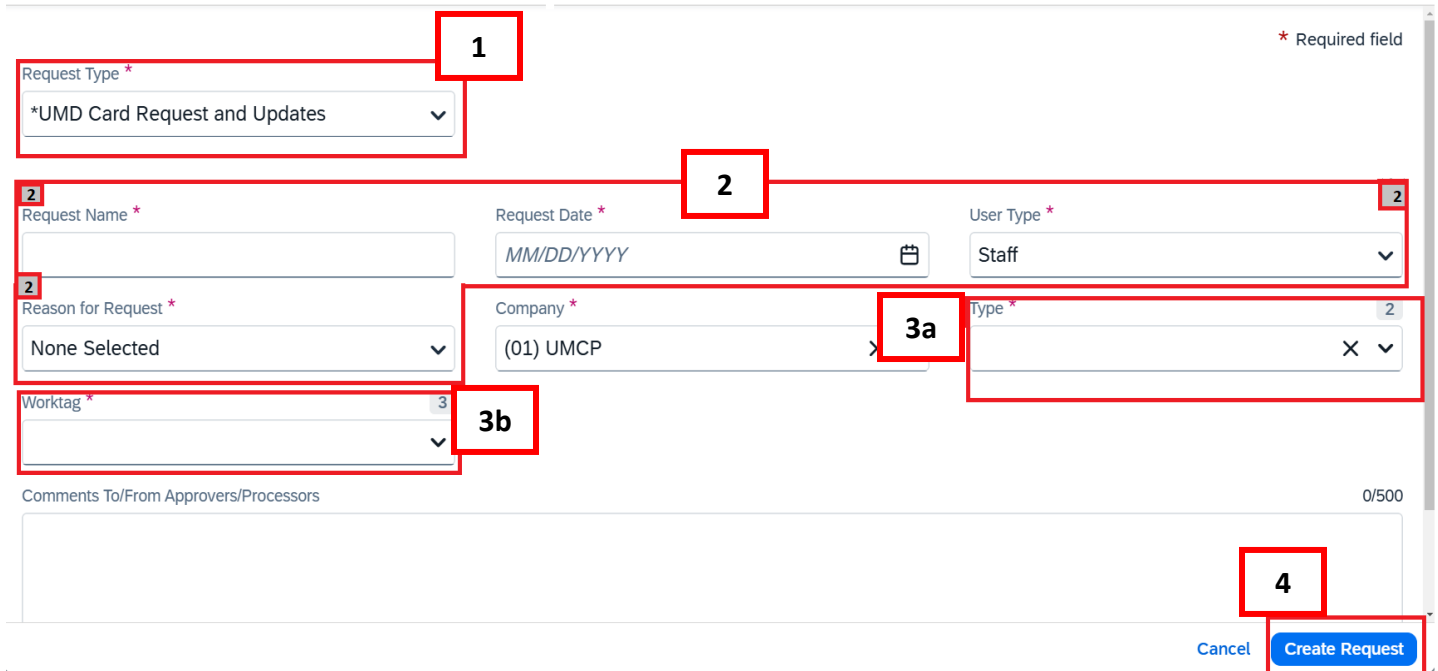
- **Request Name** – *Your legal name* + Tcard(Adding “Tcard” after the cardholder name will facilitate tracking the number of Tcards that are being requested.)
- **Request Date** – Today’s date
- **User Type** – Choose from Staff, Faculty or Graduate Assistant
- **Reason for Request** – New card

3. KFS accounts have been replaced by Worktag numbers.

Contact your department’s business office for your account TYPE and WORKTAG number.

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

Create New Request



* Required field

1 Request Type *
*UMD Card Request and Updates

2 Request Name * Request Date * User Type *
MM/DD/YYYY Staff

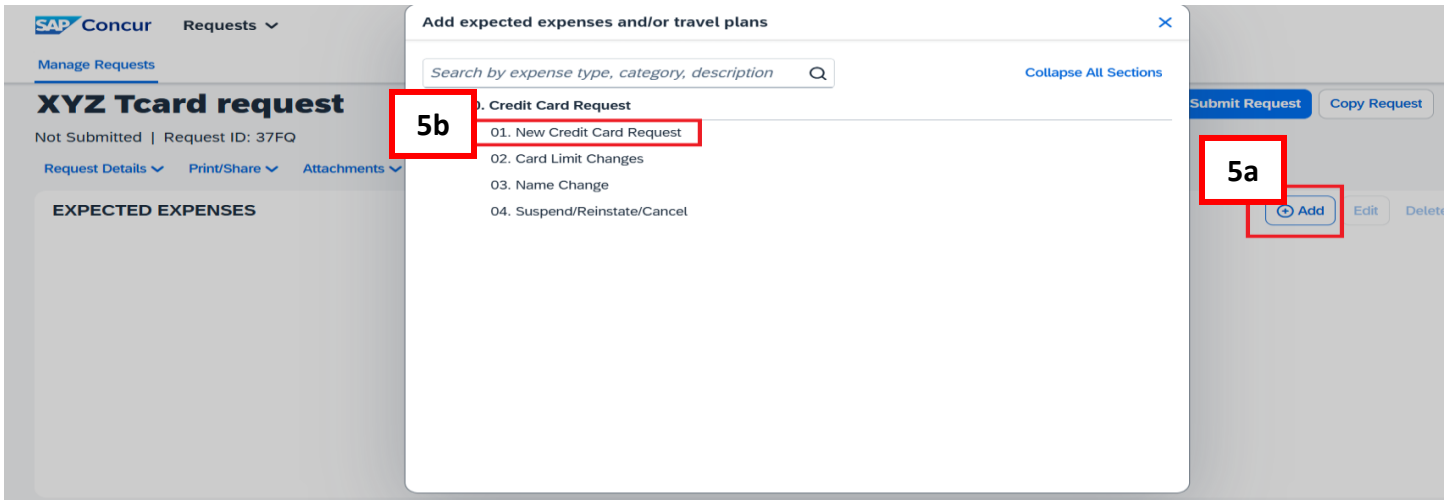
2 Reason for Request * Company * Type *
None Selected (01) UMCP

3b Worktag *
3

Comments To/From Approvers/Processors 0/500

4 Cancel Create Request

5. Click the **Add** button under Expected Expenses and select **New Card Request**.



6. Fill in the fields listed below:

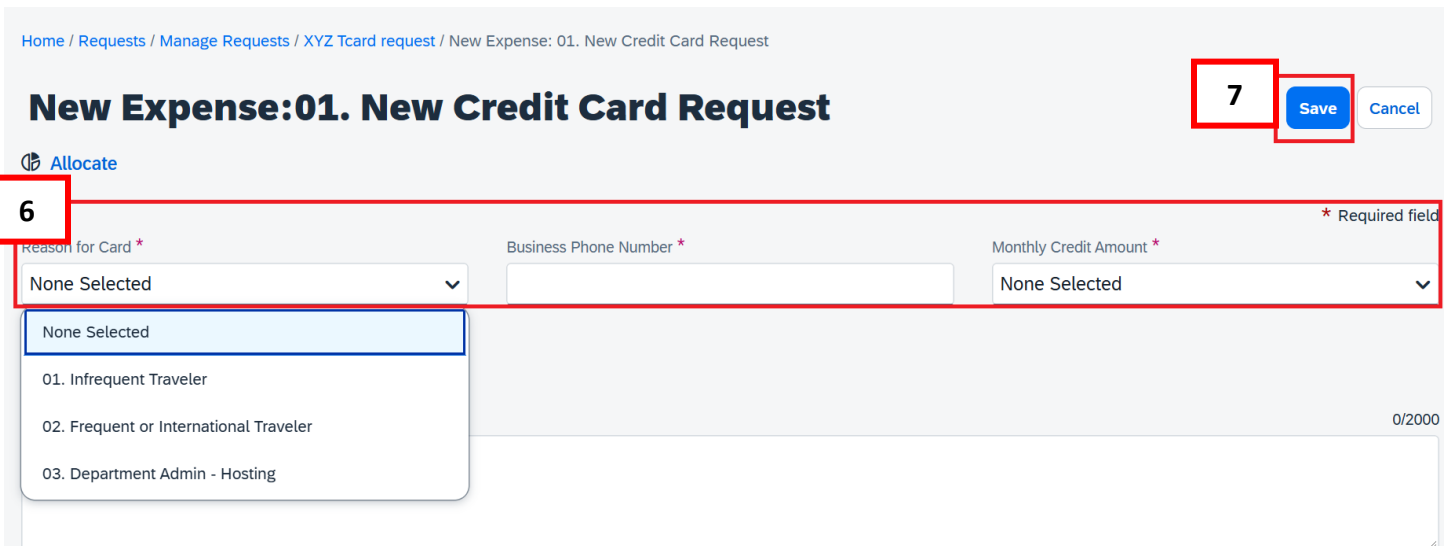
Reason for Card – Choose from Infrequent Traveler, Frequent or International Traveler, Department Admin - Hosting

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

7. Click **Save**, then **submit Request** at the top-right.



To make edits to an existing card, open 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 – This could be “Credit Increase” or whatever edit you are asking for

Request Date – Today’s date

User Type – Choose from Staff, Faculty or Graduate Assistant

Reason for Request – 02. Update Existing Card

Worktag Number – Your department’s business office can provide your **Worktag number**.

3. Click **Create** at the bottom-right.
4. Click the **Add** button under Expected Expenses and select whichever edit you need to make. Each version of the form will have its own question fields to fill out. The options available are:

Name Change

Suspend/Reinstate/Cancel

Card Limit Change