

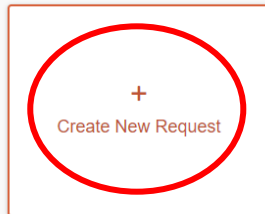
# Concur Travel and Expense Management

## Creating a Credit Card Request in Concur



## Manage Requests

REQUEST LIBRARY [View](#) [Active Requests](#) ▼



THERE ARE NO ACTIVE REQUESTS

Click **Create New Request** to create a new request

To begin:

- Log into **udel.edu/concur** using your UD credentials
- Select the **Requests** tab at the top of the Concur home page
- Select **Create New Request**



Create New Request



\* Required field

Request Type \*  
\*UD-Credit Card Services

Service Request Purpose \*  
None Selected

User Type \*  
None Selected

Date Card/Replenishment/Funds needed (If Applicable)  
MM/DD/YYYY

Date Replenishment/Funds to be Deactivated (If Applicable)  
MM/DD/YYYY

Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \*  
Search by Code

Project ID  
Search by Code

UD User Field  
Search by Code

Work Order #  
Search by Code

Comments To/From Approvers

• In the Request Header, complete all required fields marked with a \*  
These fields are required for **all** Credit Card Services requests

Cancel

Create Request





## Create New Request



Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \* ?

Project ID

UD User Field

Work Order #

Comments To/From Approvers

Cancel

Create Request

If you are not on campus (Newark), or need a card expedited, please provide a mailing address in the Comments section



## Create New Request



Request Type \*

\*UD-Credit Card Services

\* Required field

Service Request Purpose \*

01. New Declining Balance Card

User Type \*

02. Staff

Date Card/Replenishment/Funds needed (If Applicable)

MM/DD/YYYY

Date Replenishment/Funds to be Deactivated (If Applicable)

MM/DD/YYYY

Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \* ?

Search by Code

Project ID

Search by Code

UD User Field

Search by Code

Work Order #

Cancel

Create Request

- Complete these *additional* fields for New Declining Balance Cards
- If no Replenishment Date is entered, funds will remain active for one year
- Click **Create Request**



## Create New Request



\* Required field

Request Type \*

\*UD-Credit Card Services

Service Request Purpose \*

02. New UD Credit Card

User Type \*

02. Staff

Date Card/Replenishment/Funds needed (If Applicable)

MM/DD/YYYY

Date Replenishment/Funds to be Deactivated (If Applicable)

MM/DD/YYYY

Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \* ?

Search by Code

Project ID

Search by Code

UD User Field

Search by Code

Work Order #

Search by Code

Comments To/From Approvers

- Complete these *additional* fields for new UD Credit Cards
- Click **Create Request**

Cancel

Create Request



## Create New Request



Request Type \*

\*UD-Credit Card Services

\* Required field

Service Request Purpose \*

03. Replenish Declining Balance

User Type \*

02. Staff

Date Card/Replenishment/Funds needed (If Applicable)

MM/DD/YYYY

Date Replenishment/Funds to be Deactivated (If Applicable)

MM/DD/YYYY

Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \* ?

Search by Code

Project ID

Search by Code

UD User Field

Search by Code

Work Order #

Cancel

Create Request

- Complete these *additional* fields to replenish Declining Balance Cards
- If no Replenishment Date is entered, funds will remain active for one year
- Click **Create Request**





## Create New Request



Request Type \*  
\*UD-Credit Card Services

Service Request Purpose \*  
05. Replacement Card (Lost/Stolen)

User Type \*  
02. Staff

Date Card/Replenishment/Funds needed (If Applicable)  
MM/DD/YYYY

Date Replenishment/Funds to be Deactivated (If Applicable)  
MM/DD/YYYY

Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \* ?  
Search by Code

Project ID  
Search by Code

UD User Field  
Search by Code

Work Order #  
Search by Code

Cancel

Create Request

- Complete this *additional* field for a replacement card
- Any fraudulent activity must be reported to Bank of America by calling 866-500-8262
- Click **Create Request**





# Cancelling a Card

Create New Request

Request Type \*

\*UD-Credit Card Services

Service Request Purpose \*

06. Cancel Card

User Type \*

02. Staff

Date Card/Replenishment/Funds needed (If Applicable)

MM/DD/YYYY

Date Replenishment/Funds to be Deactivated (If Applicable)

MM/DD/YYYY

Replenishment Amount Adjustment (+/-) \$USD

Last 4 Digits of Existing Card Number (if applicable)

Reason for Request (enter % cash needed if applicable) \*

Single Transaction Limit (\$USD)

Cycle Limit (\$USD)

Contact Phone Number for Fraud Alerts

Speedtype \* ?

Search by Code

Project ID

Search by Code

UD User Field

Search by Code

Work Order #

Search by Code

Comments To/From Approvers

- Complete this *additional* field to Cancel your card
- Click **Create Request**

Cancel

Create Request



# Resources

[Procurement Services](#)  
[procurement@udel.edu](mailto:procurement@udel.edu)

