Concur Travel and Expense Management

Creating a Credit Card Request in Concur
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
• In the Request Header, complete all required fields marked with a *
  These fields are required for all Credit Card Services requests
If you are not on campus (Newark), or need a card expedited, please provide a mailing address in the Comments section.
• 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
• Complete these *additional* fields for new UD Credit Cards
• Click 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
Requesting a Replacement Card

• 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
• Complete this additional field to Cancel your card
• Click Create Request
Resources

Procurement Services
procurement@udel.edu