

## **Cardholder Application - Travel Card (CA-TC)** <sup>[1]</sup>

**Effective Date: 9/11/2023 (see below for changes effective February 12, 2024)**

### **Purpose**

To identify and process an application for a new cardholder for the corporate-liability Travel Card in accordance with the Travel Card Handbook. A cardholder can be either an employee or affiliate fiscal staff.

### **Required Training**

All Travel Card applicants are required to complete the following online Skillsoft courses before an application will be processed:

- Fiscal Code of Ethics <sup>[2]</sup> (\_scorm12\_cu\_f00001\_0001)
  - Or, for University Officers, Fiscal Code of Ethics – Officers <sup>[3]</sup> (\_scorm12\_cu\_f00002\_0001)
- Travel and Travel Card Training <sup>[4]</sup> (\_scorm12\_cu\_u00078\_0001)

To expedite application processing, it is recommended that all training be completed before the cardholder's application is submitted.

### **Travel Card Application Process**

Travel Card applications are processed electronically via Request <sup>[5]</sup> in the Concur Travel and Expense Management System <sup>[6]</sup>. Applications submitted in Concur Request <sup>[7]</sup> will route electronically for approvals in the system.

---

**Source URL:** <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc>

### **Links**

[1] <https://www.cu.edu/psc/forms/cardholder-application-travel-card-ca-tc>

[2]

[http://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER\\_DEFINED/\\_scorm12\\_cu\\_f00001\\_0001](http://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu_f00001_0001)

[3]

[https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER\\_DEFINED/\\_scorm12\\_cu\\_f00002\\_0001](https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu_f00002_0001)

[4]

[https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER\\_DEFINED/\\_scorm12\\_cu\\_u00078\\_0001](https://universityofcolorado.skillport.com/skillportfe/main.action?path=summary/CUSTOMER_DEFINED/_scorm12_cu_u00078_0001)

[5] <https://www.cu.edu/psc/concur-card-application-requests-and-other-release-updates>

[6] <https://www.concursolutions.com/home.asp>

[7] <https://pschelp.cu.edu/s/topic/0TO8b000000PAoOGAW/concur-request>