

## **Concur Card Application Requests and Other Release Updates: September 2023** <sup>[1]</sup>

July 19, 2023 by [Staff](#) <sup>[2]</sup>

### **Travel and Procurement Card Application Process Moving into Concur**

Beginning 9/11/2023, you can electronically submit a procurement card application, travel card application, approving official form, and cardholder update (for procurement and travel cards) in the Concur Travel and Expense System. The approvals will route through Concur, so no more Microsoft Excel paper copies, obtaining ink signatures, and emailing applications to the PSC.

Applicants will still complete the required Skillsoft training and will then submit their application through Concur Request, which will automatically route to the necessary approvers and ultimately the Commercial Card team. Approvers and approving officials will be notified of new procurement and travel card applications and current cardholder updates via an email from Concur. The requests will also appear in the individual's approval queue in the system. The approver/approving official will then log into Concur to review and take action on commercial card requests.

A webinar on 8/17/23 will walk you through the new online application process. All cardholders, as well as anyone who participates in the commercial card program within their campus department, are encouraged to attend. To register for the Concur Commercial Card Request Webinar, please visit [Concur Webinar: Procurement and Travel Card Application/Update Process in Concur](#). <sup>[3]</sup>

### **Release Updates: Concur Theme Change**

There's a new look coming to Concur that will allow users to activate light mode, dark mode, and a high contrast mode in the platform. **Important note:** there is no impact to the functionality within Concur associated with this change; this is only an update to the visual theme. Please keep an eye out for additional information, including a preview of the new visual theme, in the coming weeks.

Information regarding the new online application process and visual theme update can be found on the [Concur Card Application Requests and Other Release Updates](#) <sup>[4]</sup> page on the PSC website. This page will be regularly updated with resources, such as how-to guides and videos.

Questions about this new commercial card process or upcoming visual theme change? Contact the PSC Service Desk at [psc@cu.edu](mailto:psc@cu.edu) <sup>[5]</sup> or 303.837.2161.

[Concur](#) <sup>[6]</sup>

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