

Now Available: Concur Card Application Requests and Other Release Updates September 2023 ^[1]

September 11, 2023 by [Staff](#) ^[2]

The new Concur card application Request process, as well as the new visual theme, are now live! Procurement and travel card applications, current cardholder updates, and the approving official form can now be submitted through the Concur Travel and Expense System.

Additionally, the visual theme update will allow users to select light mode, dark mode, or high contrast mode, and the Home dropdown menu, located in the top left corner of the screen, will allow users to navigate between modules, such Requests, Travel, Expense, etc.

Current Procurement and Travel Cardholders requesting updates to their card account (address change, limit increase, etc.) can submit a Request through Concur, which will automatically route to the necessary approvers and Commercial Card team.

Procurement and Travel Card Applicants will complete the required Skillssoft training and then can submit a Request through Concur, which will automatically route to the necessary approvers and the Commercial Card team.

Approvers and Approving Officials will be notified of any new procurement and travel card applications and current cardholder updates submitted in Concur Request via an email from Concur. The Requests will be visible in the Approver's Concur profile, where they will review and process Requests. Submissions requiring Controller approval will also route in Concur as appropriate.

Request Delegates can be enabled in a user's profile, and unlike Expense Delegates, Request Delegates can be set up to submit a Concur procurement or travel card Request on behalf of the user.

Please visit [Concur Card Application Requests and Other Release Updates: September 2023](#) ^[3] for links to step-by-step guides, video instructions, and FAQs. For additional support, please contact the PSC Service Desk at psc@cu.edu ^[4] or 303.837.2161.

Looking for in-person assistance? Various PSC staff, including the PSC Procurement Technology team, will be available at all upcoming Supplier Showcases to answer your questions, beginning at CU Boulder on 9/12/23. Please visit [2023 Supplier Showcases](#) ^[5] for additional showcase information or to register to attend.

[Concur](#) ^[6]

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