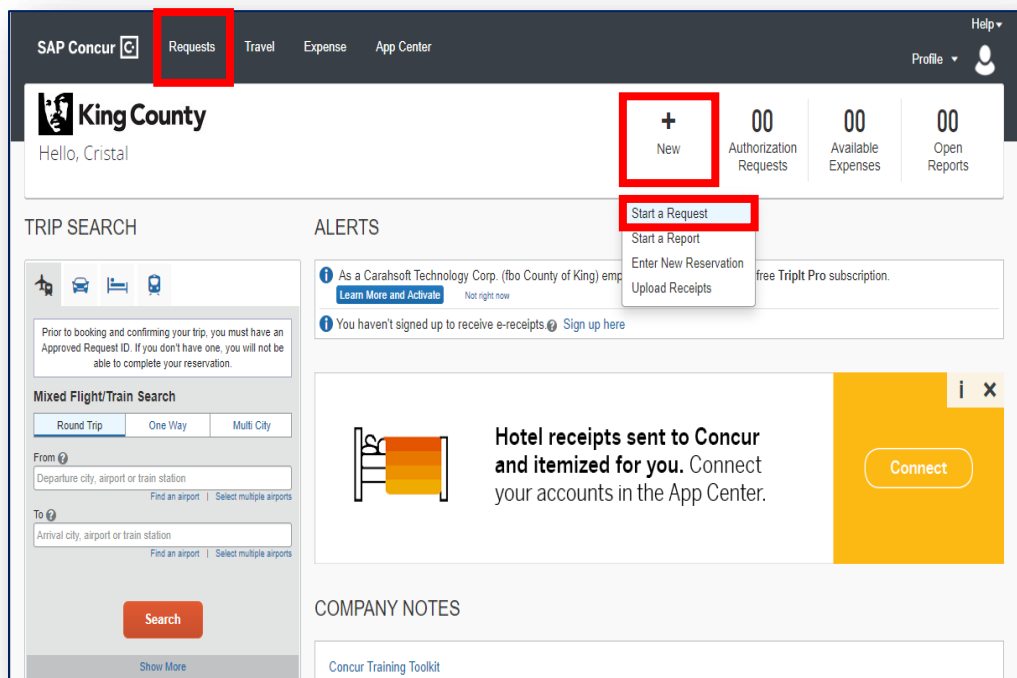


Concur – New Travel Card (T-card) Request

- Who should request a T-card? – Frequent travelers or employees that do not want to pay out of pocket should request a T-card. We no longer provide travel advances and are moving away from department travel cards.
- Training – If an employee would like a t-card for upcoming overnight travel, they are required to take an on-demand [T-card training](#) available on NeoGov.
- Can I request a department travel card? - Please email TravelServices@kingcounty.gov for more information.

Please note that once Travel Services receives your approved request, we will email you for your mailing address and verify that you have taken the on-demand T-card training before ordering your t-card.

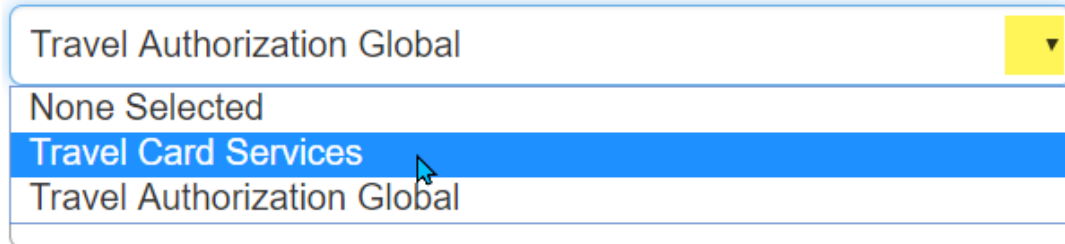
1. Log in to [Concur](#)
2. Click on the Plus sign and select Start a New Request



3. Change Request Type to Travel Card Services

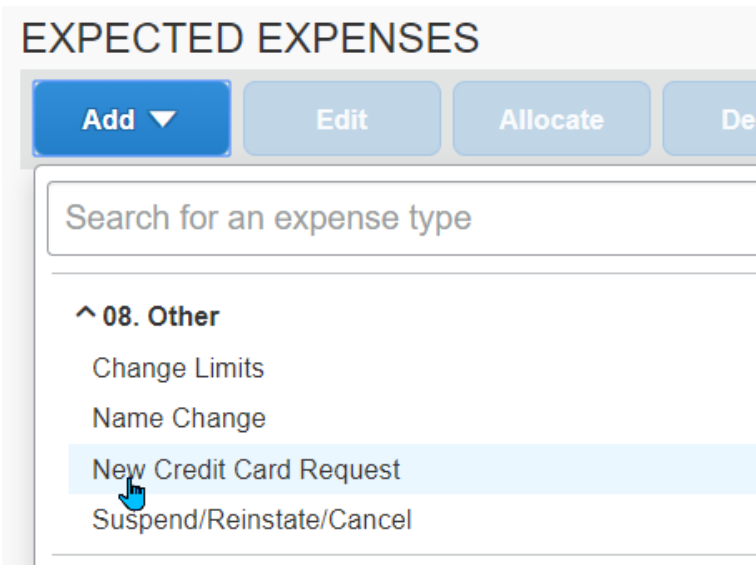
Create New Request

Request Type *



A screenshot of a dropdown menu. The top bar shows 'Travel Authorization Global' with a yellow dropdown arrow. Below it, a list of options is shown: 'None Selected', 'Travel Card Services' (highlighted in blue with a mouse cursor), and 'Travel Authorization Global'.

4. Fill out the following
 - a. Request Name = Your Name
 - b. Card Request Type = New Credit Card
 - c. Request Date = Current date
 - d. Click Create on bottom right
5. Select New Credit Card Request under the Add button



A screenshot of the 'EXPECTED EXPENSES' section. At the top, there are four buttons: 'Add' (with a dropdown arrow), 'Edit', 'Allocate', and 'Del'. Below the buttons is a search bar with the placeholder text 'Search for an expense type'. Underneath the search bar, a list of expense types is shown under the heading '^ 08. Other': 'Change Limits', 'Name Change', 'New Credit Card Request' (highlighted in light blue with a mouse cursor), and 'Suspend/Reinstate/Cancel'.

6. Fill out name and business phone number. This phone number is needed to activate your card. Department, Division, etc should already be populated.

7. Click Save

New Expense: New Credit Card Request \$0.00 Cancel **Save**
01/21/2021

First Name * <input type="text" value="First Name"/>	Middle Initial <input type="text"/>
Last Name * <input type="text" value="Last Name"/>	Business Phone Number * <input type="text" value="206-999-9999"/>
Department * <input <span="" style="float: right;" type="text" value="(1693) EXECUTIVE SERVICES"/> 1	Division * <input <span="" style="float: right;" type="text" value="(1765) FINANCE AND BUSINESS OPERATIONS"/> 2
Section <input <span="" style="float: right;" type="text" value="(1990) PROCUREMENT AND PAYABLES"/> 3	Comment <input type="text"/>

8. Click Submit Request (Note, delegates cannot submit a T-card request)

Test \$0.00 Copy Request **Submit Request**
Not Submitted | Request ID: 334M

Request Details ▼ Print ▼ Attachments ▼

EXPECTED EXPENSES

Add ▼ Edit Allocate Delete

<input type="checkbox"/>	Expense type	Details	Date ▼	Amount	Requested
<input type="checkbox"/>	New Credit Card Request		01/21/2021	\$0.00	\$0.00

Estimated Total: \$0.00

9. Read and accept Travel Cardholder agreement

Travel Card Program - Cardholder Agreement ✕

Your signature below verifies that you understand the Travel Card Program guidelines outlined below and agree to comply with them.

- You are obligated to follow the PER17-1-4-EP Travel Policy, and King County Employee Code of Ethics, KCC 3.04.
- This card is for approved business travel-related purchases only; personal charges are not to be made to the card.
- You are the only person entitled to use the card and are responsible for all charges.
- All charges are billed to and paid directly by the County. Personal charges on the card will be considered misappropriation of County funds.
- Detailed receipt for all charges is required.
- You are responsible for reconciling expenses for charges incurred with appropriate backup documentation within XX days of return from said trip.
- You are responsible for resolving any discrepancies by contacting the vendor, and travelservices@kingcounty.gov, as appropriate; and if necessary, initiating an on-line transaction dispute.
- Lost, stolen, or compromised cards must be reported to US Bank Customer Service at 1-800-344-5696 and

Cancel **Accept & Continue**