

Request a Credit Card

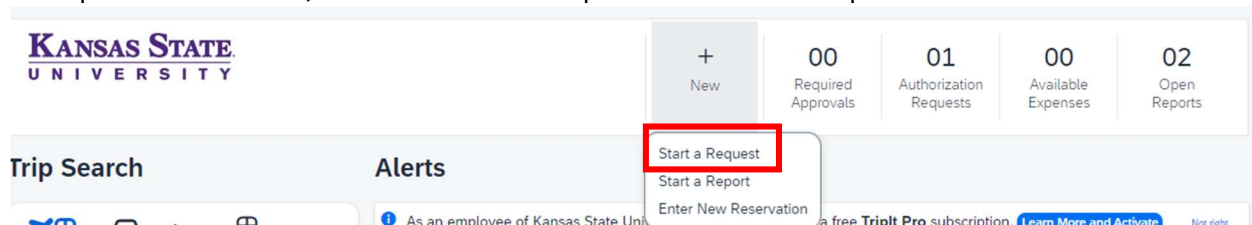
Concur has seven options to apply for a K-State Credit Card depending on the usage or situation:

1. Purchasing Card – permanent card used for purchasing goods and services typically lab supplies but not used for travel or fuel purchases.
2. Travel Card – permanent card used for business travel expenses only, such as flights, baggage fees, rentals, rental fuel, lodging, registrations, etc. It cannot be used to purchase lab supplies, meals, or personal expenses.
3. One Card – permanent card combines purchasing and travel.
4. Vehicle Card – permanent card used in state vehicles for fuel and minor repairs and services like tires repairs, new tires, oil changes, etc.
5. SET Card – temporary card – called a single event travel card, this card is used for travel expenses for single travel request. It can be used before travel dates to book flights and lodging.
6. Ghost Card – permanent virtual card used for major purchases from high volume vendors. Typically, only for office use.
7. Virtual Card - temporary virtual card – much like the SET card, this card is used to a single travel request and can be uploaded to tap to pay features on mobile devices.

For the most part a travel card, one card, set card, and virtual cards are the most selected options. If you travel multiple times in a year or do not wish to reapply it is recommended to apply for a travel card. If you travel and do fieldwork research, it is recommended to submit for a One card.

Before submitting a travel card request, please ensure you have completed and submitted a travel request.

To request a credit card, click “New” on the top bar and “Start a Request.”



The pop-up window will default to travel. Click on the arrow down and select “Credit Card Request”

Create New Request

Request Type *

*Travel Request


*Credit Card Request

*Travel Request




Complete the required fields and click “Create Request”:

- Request Name (this can be the card type being requested)
- Request Date
- Phone Number
- User Type
- Card Product Type

One the next page, click add:

Test test 

Not Submitted | Request ID: 3DRP

[Request Details](#)  [Print/Share](#)  [Attachments](#) 

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

And select “New Card”

Add expected expenses and/or travel plans

Search for an expense type

- 1) New Card
- 2) Close/Cancel Card
- 3) Limit Increase/Decrease
- 4) Reissue/Replace Existing Card
- 5) Update Name

Complete the required fields:

- Card Holder First Name (as it appears on your ID)
- Card Holder Last Name (as it appears on your ID)
- Department Name
- Monthly Card Limit Allowed (select the card you are requesting for)

Card Holder First Name *	Card Holder Last Name *	Employee ID
John	Smith	
Department Name (displayed on card) *	University Card Product Type	Monthly Card Limit Amount *
(20060 Biology) Biology X	5) SET Card-single event travel (one-time use)	3) \$50,000-Ghost Card Level 1

For SET and Virtual Cards, complete the last line and comment (all other card types can skip this part):

- Non-standard Limit - this will be the limit amount you will require for traveling, please estimate high just in case it is needed.
- SET Card Travel/Event Dates – will be the dates for your event including the traveling time.
- SET Card Travel/Event Locations – the location(s) your event will be held at.
- Comments – please include information indicating you will be using the card before travel dates to the end of the travel period.

Non-standard Limit Amount Request ?	SET Card: Travel/Event Dates	SET Card: Travel/Event Locations
2,500.00	05/01/2024 - 05/10/2024	Chicago, IL
Comment 139/2000		
will need use of card upon approval from 03/28/2024 to 05/10/2024 to obtain registration, flights, lodging before official conference dates		
Save	Cancel	

Click Save and Submit Request.

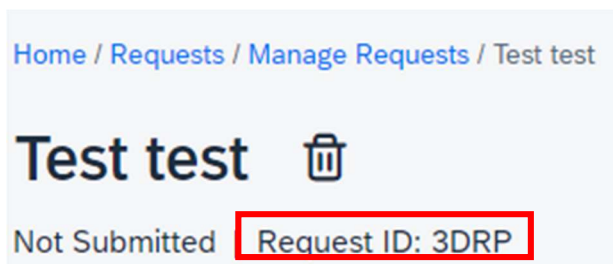
As of 3/28/2024, there is a temporary training process for K-State Credit Card Approvals, this will change eventually.

Right now, the process is to watch this training video:

<https://www.youtube.com/watch?v=z3ubzyy1z2g>

And email BPC at bpc@ksu.edu and let them know the request number and that training has been completed.

Request numbers can be found here in the request:

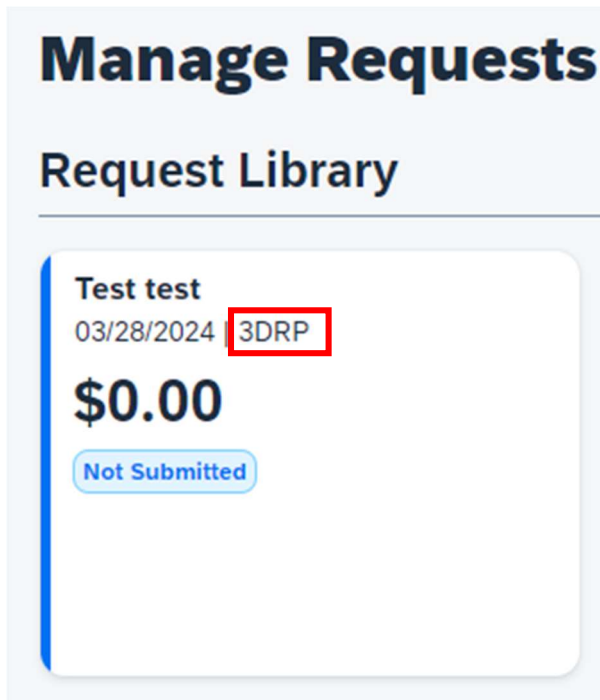


Home / Requests / Manage Requests / Test test

Test test

Not Submitted **Request ID: 3DRP**

Or in the Authorization Tab here:



Manage Requests

Request Library

Test test
03/28/2024 **3DRP**

\$0.00

Not Submitted

BPC may respond with another request or requirement as they are actively creating an official process.