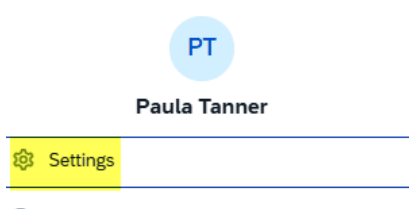
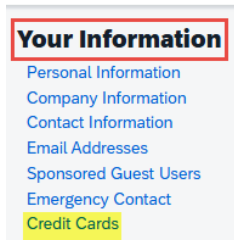


# How to Add Your Travel Card in Concur

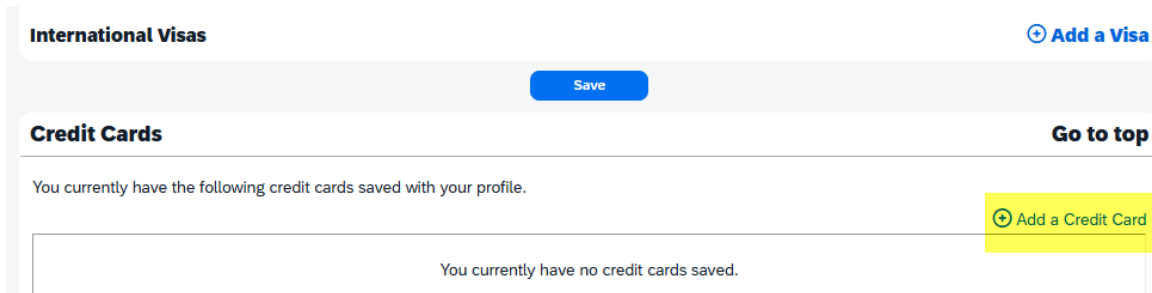
1. Login to Concur
2. Click on **Profile** then **Settings**.



3. Go to **Your Information** and select **Credit Cards**.



4. Click **Add a Credit Card**.



5. Complete the Credit Card Information:
  - a. Enter Display Name (this name is based on your preference).
  - b. Enter your name as it appears on the card.
  - c. Enter card type, card number, and card expiration date.
  - d. Select the applicable boxes as the default card (see screenshot below for suggestions).
  - e. Select **Work Address** in the **Use this address** box and enter the billing address. The **Billing Address** is 304 Administration Dr., Denton, TX 76209-2098. Click **Save**.

**Add a Credit Card** \* Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) *	Your name as it appears on this card *
<input type="text" value="Paula Tanner"/>	<input type="text" value="Paula L Tanner"/>

Card Type *	Credit Card Number *	Expiration Date *
<input type="text" value="MasterCard"/>	<input type="text" value="0000 0000 0000 0000"/>	<input type="text" value="11"/> <input type="text" value="2025"/>

Use this card as the default card for:

Plane Tickets  Rail Tickets  Hotel Reservations

**Billing Address**

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate. Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street *	<input type="text" value="304 Administration Drive"/>	Use this address			
		<input type="text" value="Work Address"/>			
City *	<input type="text" value="Denton"/>	State *	<input type="text" value="Texas"/>	Zip/Postal Code *	<input type="text" value="76209-2098"/>
Country/Region *	<input type="text" value="United States of America"/>				