

CONCUR ROUTING FOR PAYMENT CARD

Please have Payment card routing follow the existing path **(DT*)** we have for travel voucher expenses.

Please create a separate routing path for Payment Card.

If you would like separate **Mid -level APPROVER** path and a separate **SIGNER** path for Payment Card routing, please fill out the form BELOW.

**Please select 1 Approver and 1 Signer for the path. Back-up APPROVERS and SIGNERS can be added as approval delegates in CONCUR.

Travel/CONCUR desks-**DTP APPRVR** Desk –Concur Payment Card. Please select 1 person for this desk.

Travel/CONCUR desks-**DTP SIGNER** Desk –Concur Payment Card. Please select 1 person for this desk.

Agency	Dept/Unit code	Desk	NAME	UIN
		DTP APPRVR Mid-level		
		DTP SIGNER final signer		

Please return to LaserFiche Work in Progress – FAMIS folder or send as an attachment to mary.castoria@tam.u.edu