



August 29, 2018

TO: Texas A&M AgriLife Business Administrators

SUBJECT: Payment Cards in Concur – Frequently Asked Questions

The Payment Card transactions in Concur go-live date is set for September 1, 2018.

Beginning with 9/1/18 transactions you should begin seeing your payment card charges populate into your Concur profile, replacing the Citi-direct reallocation process.

We have prepared a list of frequently asked questions that should help you prepare for the implementation of this process.

If you have any additional questions, please contact Jay Avila at 979-845-6147 or jay.avila@ag.tamu.edu; Kim Payne at 979-845-4764 or kpayne@ag.tamu.edu; Li Su at 979-845-2553 or LSU@ag.tamu.edu; or Shiao-Yen Ko at 979-845-4778 or s-ko1@tamu.edu.

If you need assistance with routing for the Payment Card please contact Mary Castoria 979-845-4794 mary.castoria@ag.tamu.edu

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