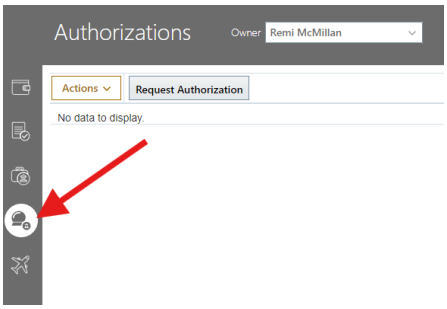
New Card Request

Request a New Card

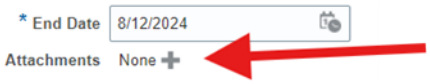
Go to Expense from your home page and click on Authorizations.



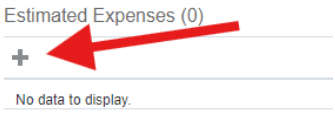
From there you can click on Request Authorization and enter a purpose into the purpose field (e.g New Travel Card)

Enter your official station as the expense location and the start and end dates can be the current date.

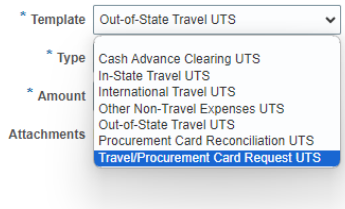
Click on the plus icon to add your K@TE training certificate for your card request.



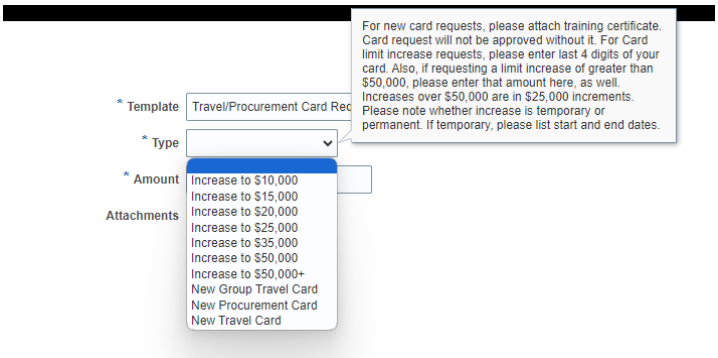
Then under Estimated Expenses, click the plus icon to create the request.



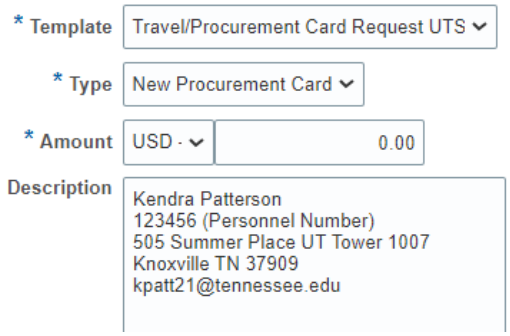
On the next screen, choose the Travel/Procurement Card Request template.



Then choose the appropriate card type and enter zero as the amount.



In the description box, add your personnel number, complete official office address, phone number, and official work email address



Click Save and Close. On the next screen, click Submit.