Travel & Entertainment (T&E) Card Application Process

1. Before applying for a T&E card, please review the T&E Card FAQs to confirm that a T&E Card is needed. Once confirmed, the card applicant will need to login to Concur and complete their profile including enabling the eReceipts function.

2. Complete the two-page T&E Card Application. All fields on the application are required in order to be processed by the Payment Cards Team.
   **Please carefully read the cardholder agreement before signing.

3. Follow the approval process as defined by your department’s leadership. T&E Card applications must be final approved by the Privilege Approver for your home department. Home Department Privilege Approvers are assigned within the Privilege Management (PM) system. (See page 2 of this document for instructions on how to identify your HD Privilege Approver(s).)

4. Submit the approved application to Payment Cards, 110 21st Ave S. Suite 900, Baker Building, PMB 407836.

5. Once the T&E Card has been processed and the card received, a member of the Payment Cards Team will contact the cardholder to pick up the card.

If you have any questions, please don't hesitate to email the Payment Cards Team at paymentcards@vanderbilt.edu.
Instructions for locating your Home Department Privilege Approver within Privilege Management (PM):

1. Go to the Vanderbilt E-Business website – Click on Privilege Management (PM).

2. Log in by entering your VUnet ID and e-Password

3. Once in Privilege Management, your name and home department number will be listed

4. Click on resource
5. In Resource Name or Description, type your Home Department number *(6 digits)*

6. Choose the HomeDept line that appears in the list.

7. Select “by privilege” and click on ☑️ by Privilege Management
8. Click on **by Privilege Approver**

9. Click on **by Direct OR Inherited** and the names of your Privilege Approver(s) will appear (only one from the list is required to sign the application)