

# Simplify travel and expense with Conferma Pay and SAP Concur solutions

Not every business can offer corporate cards.

**Virtual Cards by Conferma Pay** provides a simple, flexible, and secure way for employees to expense hotel stays without using cash or their personal cards.

By pairing virtual cards with SAP Concur solutions, your business can automate, track, and take more control of the travel and expense process.

- Avoid misplaced or stolen cards
- Set spending limits to prevent overspending and misuse
- Get visibility into spending and track expenses more easily



# How to get set up

Setup time is typically 3 to 4 weeks. Actual time depends on whether your bank or travel management company (TMC) supports Conferma Pay.

## If you're a client

- 1) Tell your TMC that you want to use virtual cards and make sure they support Conferma Pay.
- 2) See if Conferma Pay supports your bank. If not, explore options [here](#).
- 3) Request a virtual card setup with your TMC.
- 4) If you already use Concur Expense, determine if you can use an existing credit card feed or you if need a new one.

## If you're a TMC

- 1 Complete the onboarding process through the Conferma Pay Set Up portal.
- 2 Set up virtual card account details within Concur Travel.
- 3 Work with SAP Concur experts to create and execute a test plan.

## Once these steps are complete, Conferma Pay will:

- Activate the account within the Conferma Pay Set Up portal
- Give TMCs the credentials and access to Conferma Pay tools
- Ensure that the account is set up correctly
- Perform a virtual card deployment test

## To finish the setup process ...

Concur Expense customers finalize payment types and verify that card data feeds into Concur Expense after the first real-world charge.

If you don't have Concur Expense, you must complete the test plan to ensure the process is working as it should.

To learn more, download our [Conferma Pay step-by-step guide](#).