Student Employee: Travel Requests and Expense reports can be initiated by the <u>student employee</u> but, airline tickets must be booked by a faculty/staff member on behalf of the student using the **Book for a Guest feature**.

Student Non-Employee: Students that are <u>non-employees</u> cannot use Concur Request, Travel or Expense. These activities must be done by a faculty/staff member that has the **Book for a Guest role** active in their Concur session.

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Creating a Request for a Student

Student Employee:

1.

- Complete their profile, including verifying email address.
- o Assign Delegate rights to the faculty/staff member managing the student employee's Request.

Start at the Concur	SAP Concur Home ~			» 🔲
Homepage, select the circle with your	MICHIGAN STATE	+ New R	00 00 Required pprovals Requests	ン, Act as Another User ✓ Ø Profile Settings
initials >Profile	Trip Search	Company Notes		U Sign Out
Settings.	Exhibit 1			

2. Select Request Delegates under Request Settings.

Request Settings



 Select Add and enter the Employee Name, Email Address, or Login ID of the desired Delegate
Select the individual's name from the pulldown list
Save.

	ravonice	Allendees		
	Exhibit 2			
Delegate Delega	ate For			
Add Save	Delete			
elegates are emplo	yees who are allov	to perform work or	n behalf of ot	her employees.
Search by employe	ee name, email addre	ess, employee id or l	ogin id	
<u> </u>			Add	Cancel

Exhibit 3

 Either the student employee or the Faculty/Staff member can then create and submit the Request. Create the new Request and in the **Request Policy** field, select **Profiled Traveler Policy**.

Request Policy * 😯	
Profiled Traveler Policy	~
Non Profiled Traveler Policy	
Profiled Traveler Policy	

Exhibit 4

Traveler Type *

5. In the Traveler Type field, select Student.

Student	~
None Selected	
Faculty	
Profiled Guest	
Staff	
Student	
brar Approved Amount	_



TRAVEL®STATE Managing Student Travel in Concur: Requests, Travel, & Expense

Student Non-Employee:

 A faculty/staff member has to be the one to create a new Request. In the Request Policy field, select Non-Profiled Traveler Policy.

Non Profiled Traveler Policy	~
Non Profiled Traveler Policy	
Profiled Traveler Policy	

Exhibit 6

• Select **Guest** in the Traveler Type field.

Traveler Type *	
Guest	~
None Selected	
Guest	

Exhibit 7

Booking Travel for a Student

Specifically, airline tickets for a student (this applies both for <u>student</u> <u>employees</u> and <u>student non-employees</u>) a faculty/staff member needs to be the one to book.

- After logging in to Concur, select **Book for a Guest** if you are a faculty/staff member booking on behalf of a student.
- Select **Book for Myself** if you are a student employee booking a car rental and/or hotel reservation.
- Select the Air/Rail, Car, and/or Hotel tab and complete the necessary fields.
- After booking, you will then be able to pay for it with the MSU card on file in Concur (Conlin Agency Card).

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International N Request at le Conc	ISU-sp ast 3 v ur and	onsored trave veeks prior to Global Trave	elers must submit a departure in both l Registry.
For more preci prefe	ise res erred d	ults, click "Sh leparture/arriv	ow More" to select ral times.
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Arrival city, airpoi	rt or tra	ain station	
		Find an airpo	rt Select multiple airport
		Search	
		Show More	

8 Booking for myself | Book for a guest

NOTE: If you do not have the Book for a guest role active in your profile, please email <u>concurhelp@msu.edu</u> requesting the role to be added to your profile.

Exhibit 8

Creating an Expense Report for a Student

Student Employee:

- Once the charge is available in the faculty/staff member's Concur Expense Available Expenses, the faculty/staff member must email <u>accounting@ctlr.msu.edu</u> requesting to have the card transaction transferred from their profile to the student employee's profile.
- Delegate or student employee can create and submit the expense report.

Student Non-Employee:

- Delegate will create and submit the expense report on behalf of the non-employee student.
- If a reimbursement is due to the student, create an SP vendor in KFS for the non-employee student and use that SP Vendor code when creating the expense report in Concur.

	Student Employee	Student Non-Employee
Complete & Update Profile	X	
Assign Delegate to Faculty/Staff	Х	
Create & Submit Request	Х	
Faculty/Staff Create & Submit Request using "Book for a guest"	Х	Х
Faculty/Staff Books Airfare	Х	Х
Faculty/Staff Email <u>accounting@ctlr.msu.edu</u> to transfer card transactions to profile	Х	
Create & Submit Expense Report	Х	
Faculty/Staff Create & Submit Expense Report	X	X
Faculty/Staff Create SP Vendor in KFS		X

Student Employee and Student Non-Employee Permissions Chart