Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a non-employee student, including **Undergraduate** and **Graduate Students**.

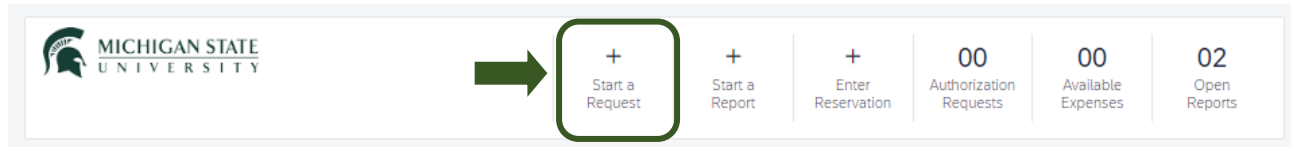1. Start at the **Concur Homepage**, select **Start a Request**.

Exhibit 1

2. On the Create New Request screen, in the **Request Policy** field, select **Non-Profiled Traveler Policy**.
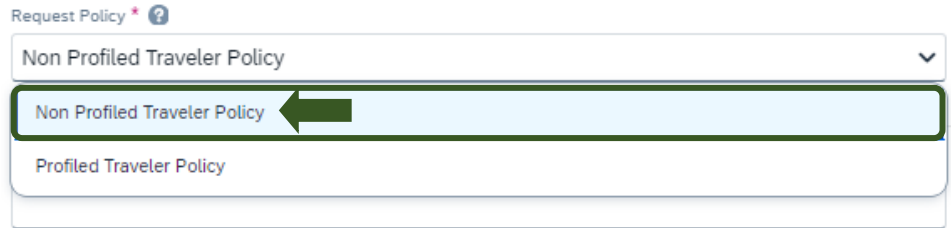

Exhibit 2

3. In the **Traveler Type** field, select **Guest**. This <u>must</u> be selected so the Guest is reimbursed when the Expense Report is created, rather than the person that created the Request.
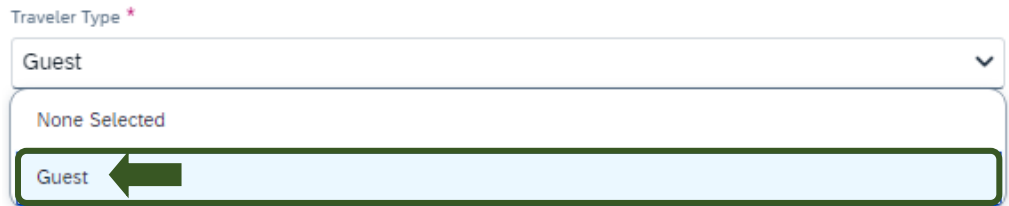

Exhibit 3

4. Fill in the necessary information and required fields indicated with a (*). Enter any additional information you would like to share with the Approver in the **Comments** field. Select **Create Request** once you are done filling in the required information.
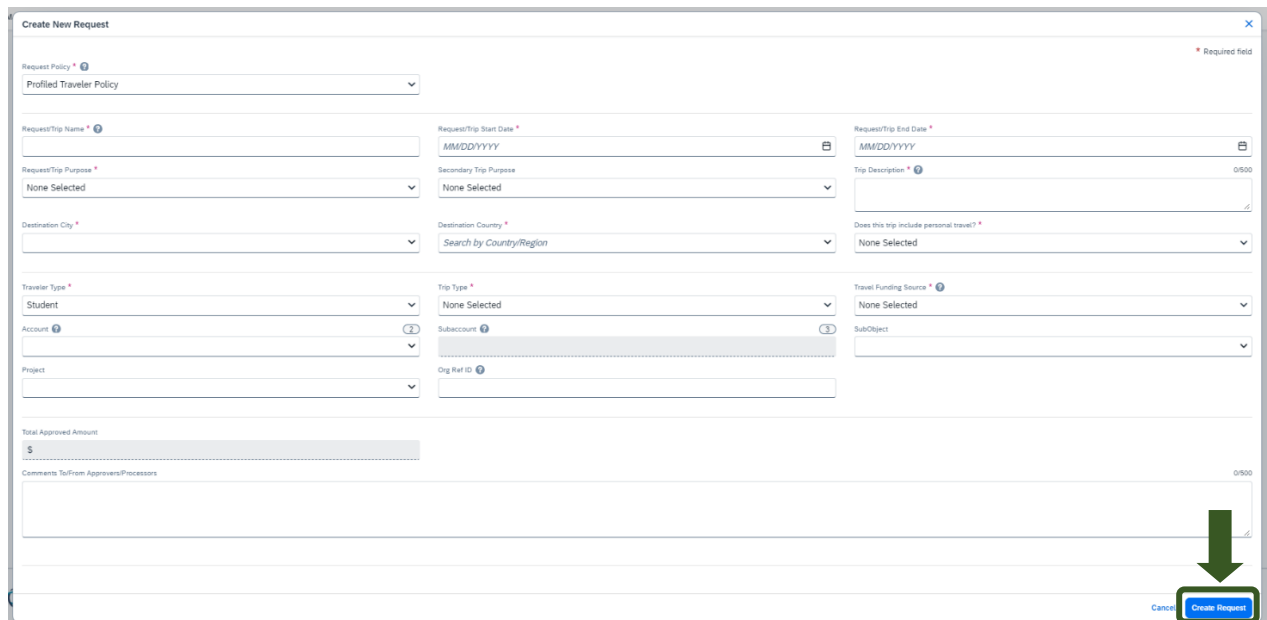

Exhibit 4

NOTE: Anything entered in the **Request/Trip Name** field, populates the Accounting String in KFS.

5. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your Guest's expenses. Select the expense types that apply. Some common expenses are *Air Ticket, Car Rental, Hotel Reservation, and Daily Meal Per Diem Allowance.*

Student Non-Employee Request 🗑

Not Submitted | Request ID: MMHT

Request Details ⌄   Print/Share ⌄   Attachments ⌄

EXPECTED EXPENSES

Add   ← Delete   Allocate

Exhibit 5

Add expected expenses and/or travel plans   ✕

Search for an expense type

⌄ 01. Travel Expenses
Daily Meal Per Diem Allowance
Expense Reduction
Hotel Cleaning Charge
Hotel Reservation
Lodging Paid for Others
Meal Per Diem Multiple Destinations (Request)
Per Diem Reduction
⌄ 02. Transportation
Air Ticket
Airline Fees
Baggage Fee
Car Rental
Car Rental Fuel

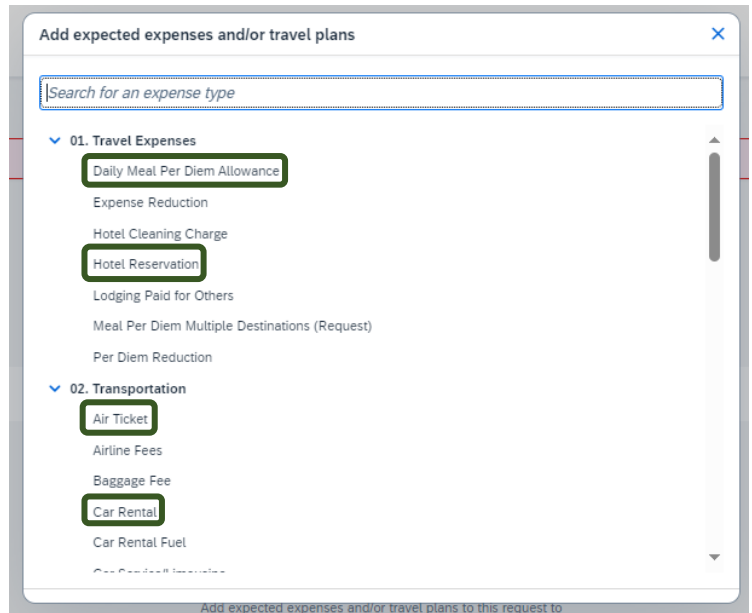Add expected expenses and/or travel plans to this request to

Exhibit 6

6. To add documents for an approvers review, select the **Attachments** dropdown menu
>**Attach Documents**
>**Upload and Attach**
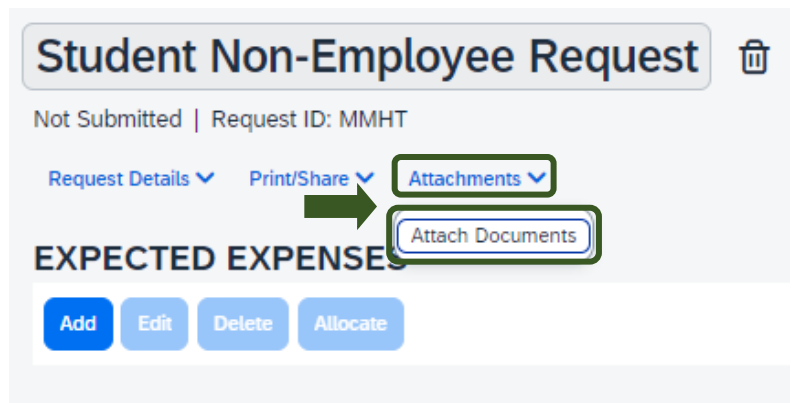>double click the file you want to upload.

Student Non-Employee Request 🗑

Not Submitted | Request ID: MMHT

Request Details ⌄   Print/Share ⌄   Attachments ⌄

Attach Documents

EXPECTED EXPENSES

Add   Edit   Delete   Allocate

Exhibit 7

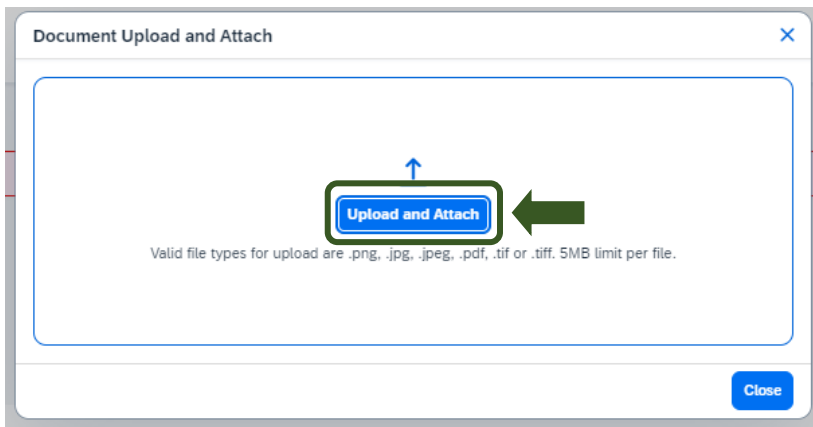NOTE: Preferred attachment formats are JPEG or PDF.

Exhibit 8

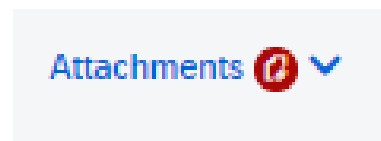7. The red folder icon will indicate the file is uploaded for your approvers review.

Exhibit 9

8. When you have completed the Guest's Expected Expenses and your request is ready, select **Submit Request.**
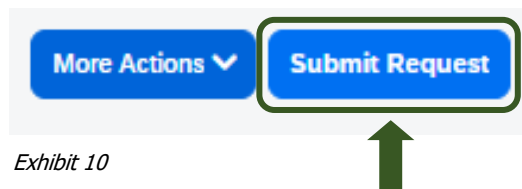

Exhibit 10

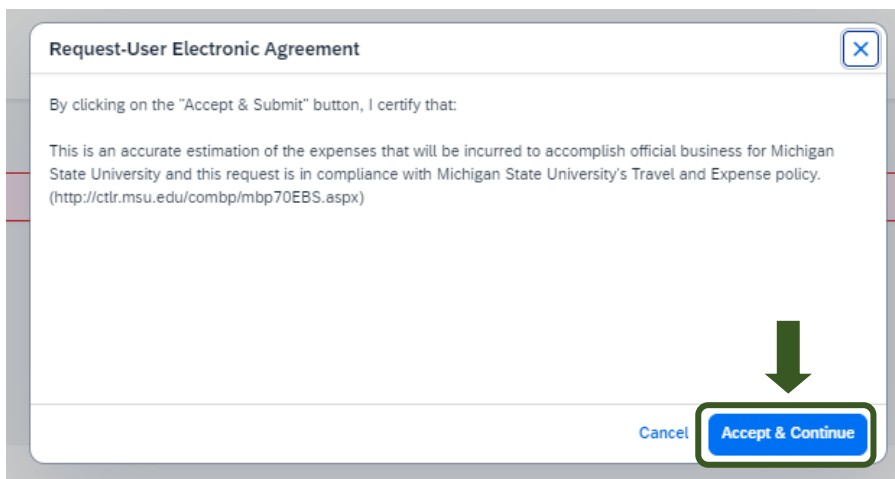9. Select **Accept and Continue** to send the request to your approver.

Exhibit 11

UI REV 4: 4/24

NOTE: New features in the submitted Request tile display the Request ID and the name of the individual that is pending to grant approval.
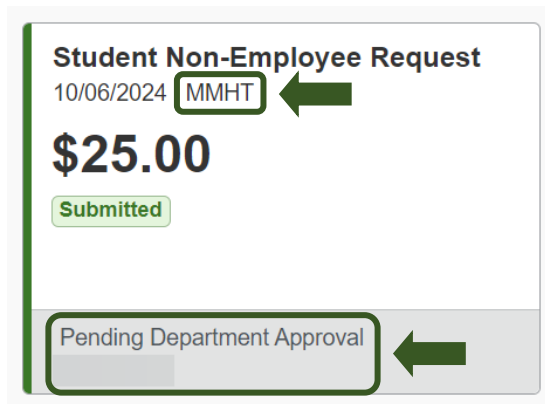

Exhibit 12

UI REV 4: 4/24