

Motor Pool – In Requests

Michigan State University employees and student drivers must complete a Request in Concur to use a Motor Pool vehicle. Please be aware that after creating the Motor Pool Request you still must **Reserve your Motor Pool vehicle**.

You will start at the <u>Concur Homepage</u>, hover over "Quick Start" button **New+** and click on **Start a Request**. Fill in the necessary information and required fields indicated with a (*) for your travel **Request** and click **Create Request**.

SAP Concur C Requests Travel	Expense Approvals	Reporting -	App Center				Help + Profile +
MICHIGAN STATE		+ New	00 Required Approvals	05 Authorization Requests	00 Available Expenses	OD Open Reports	DO Cash Advances
TRIP SEARCH	COMPANY NOT	Start a Request Start a Roport Enter New Reserved	J.				
*8 🛱 🛱	Institutional Data Polic Users should not enter information anywhere i	Upload Receipts	ld that is n				
authorization follows pre-pandemic processes. Employees, students. and approved guests seeking to engage in MSU- sponsored international travel must submit a waiver request at least 3 weeks prior to departure. For additional information, please review the International Travel Waiver Form and MAU Approval Form. Mixed Flight/Train Search	process u	IC TRAVEL AUTH sed pre-pandemic	ORIZATIONS: MS	ICY. SU's sponsored dome S: Emplovee. studer		1 - C	
Round Trip One Way Multi City From C Departure city, airport or train station	00 Required	i Approvals →	00	Available Expen	ises→	Open R	teports ->
Find an airport Select multiple airports To Find an airport Select multiple airports To Find an airport of train station	Great! You currently ha	ve no approvals.	You current expenses.	tly have no available	Yo	u currently have no	open reports.
Find an airport Select multiple airports Search	C C						
Show More							

Request Policy * 🚱 Profiled Traveler Policy	~				
Request/Trip Name * 🚱		Request/Trip Start Date *		Request/Trip End Date *	
Motor Pool - Request		09/05/2022		09/09/2022	
Request/Trip Purpose *		Secondary Trip Purpose		Trip Description * 🕢	
Administrative	~	Team	~	Motor Pool - Request	
Destination City *		Destination Country *		Does this trip include personal travel? *	6
US V Traverse City, Michigan		UNITED STATES (US)	~	No	~
Traveler Type *		Trip Type *		Travel Funding Source * 🕢	
Staff	~]	Out of State (CONUS/OCONUS)	~	MSU Grants and Research	~]
Account	0	Subaccount	8	SubObject	
▼ ~ (XT022906) UNIVERSITY TRAVEL PROGRAM		🝸 🐱 Search by Code		Y - Search by Code	
Project		Org Ref ID 🚱			
▼ - Search by Code					
Total Approved Amount					
Comments To/From Approvers/Processors					



Within the **Request**, go to **Expected Expenses** and click the **Add** button. Select expense type **Motor Pool** that is found under **O2. Transportation**.

	Request	
SAP Concur C Requests Travel Expense	Add Expected Expense	×
Manage Requests	Search for an expense type	
Motor Pool - Request \$0.00 fm	VO2. Transportation st ID: Air Ticket Airline Fees Baggage Fee VSES Car Rental Car Rental Fuel Car Service/Limousine Charter Bus/Transfers Motor Pool	
	Other Ground Transportation Parking	
(Note : Car Rental Fuel expense type and Car Rental segment do not apply to Motor Pool.)	Railway Ticket Taxi/Rideshare Tolls 03. Personal Car Mileage	•

Once you get to the **New Expense: Motor Pool** screen please make sure the information is correct and click on the **Save** button. **Note:** Motor Pool defaults to zero dollars and cannot be edited. Motor Pool will continue to bill your department through KFS.

SAP Concur 🖸	Requests	Travel	Expense	Approvals	Reporting -	App Center			Prof	Help+ ile + 💄
Manage Requests										
New Expense 09/05/2022	se: Mot	or Po	ol						Cancel	Save
Allocate										
Transaction Date *						Student Driving Record Check *	0			
09/05/2022						N/A- Faculty/Staff				~
Description						Transaction Amount		Currency		
Motor Pool for trip to	Traverse Cit	у			li)			US, Dollar		
Save Cancel						\		ote that the 'T field is not to		

If you chose **MSU Funding Source** in the Request Header, it can't be submitted if Motor Pool is the only expense. An expense type with an amount of at least .01 needs to be added as an additional expense. A suggestion is to add an expense type such as "Parking" or "Tolls". You may mark the Funding Source as **Non-MSU Funds** if you do not need the Request to route to a Fiscal Officer and will not need to encumber funds.



Below you will see the **Motor Pool** expense was created and your **4-digit Request ID** was assigned.

SAP Concur 🖸	Requests Trave	el Expense	Approvals	Reporting -	App Center			Help+ Profile + 😞
Manage Requests								
Alerts: 1								~
Motor Pool Not Submitted Re		\$0.00 💼					Copy Request	Submit Request
		ments 🗸						
EXPECTED EXP	PENSES							
Add								
Alerts 🅕 E	Expense type ∱↓	Details	;↑↓			Date 👳	Amount ↑↓	Requested ↑↓
	Notor Pool	Motor	Pool for trip	to Traverse Cit	y	09/05/2022	\$0.00	\$0.00
<u>.</u>								\$0.00

You still must reserve your Motor Pool vehicle. University employees and students may reserve a vehicle either by telephone 517-353-5280 or by submitting a <u>Service Request</u>. Vehicles may not be picked up if a reservation has not been made directly through Motor Pool. When reserving the vehicle, you will need to provide the 4-digit ID assigned to your Request in Concur.

Student Requirements:

The Student Driving Record Check is required. Use the pulldown to select the appropriate answer. When students will be using Motor Pool, complete and submit the required **Driver Record Request** form found <u>here</u> to the Office of Risk Management and Insurance to verify students' driving records. For insurance purposes, students will need a printed copy of their approved Request while driving university owned vehicles.

ſ	Student Driving Record Check * 🕜	
	None Selected	~
	None Selected	
	N/A- Faculty/Staff	
~	No	
	Yes	

<u>PLEASE NOTE</u>: When completing Requests for MSU students and unsure whether they are an employee, use KFS to verify whether they are employees. Student employees have Concur Profiles. To verify, go to KFS> Administration, and under Identity, select Person to look up students. If present in KFS, they are employees of MSU. If completing for a student who is not an MSU employee, use the "non-profiled traveler" policy when you begin the Request.

For additional information on Request, please click here.

For instructions on how to prepare an Event Request for blanket instate travel, please click here.

E-mail: riskr	ngmt@msu.edu
listed for the vehicle(s) to be operated and must ha enforcing these requirements rests with the Depa	triver's license, with proper class and endorsement we a satisfactory driving record. The responsibility for driment Chairperson, or equivalent. Departments car do forwarding it to the Office of Risk Management & g records.
COLLEGE/DEPARTMENT: complete form and insurance. Use one form per driver or attach a of birth.	I forward to the Office of Risk Management & list of names, driver's license numbers and dates
DRIVER NAME:	
MICHIGAN DRIVER'S LICENSE NUMBER:	
DATE OF BIRTH	
DESCRIBE DRIVING ACTIVITY ON BEHALF OF MSU:	
I AUTHORIZE MICHIGAN STATE UNIVERSITY TO VERIEY N EITHER NOW OR IN THE FUTURE, AND I AUTHORIZE ANY RELEASE MY RECORDS AT THE REQUEST OF MSU OR IT	
DRIVER'S SIGNATURE:	Date:
PLEASE INDICATE DEPARTMENTAL CONTACT PERSON V	WITH WHOM RESULTS SHOULD BE REVIEWED:
NAME	
E-MAIL ADDRESS	
PHONE	

AUTHORIZED ADMINISTRATOR'S SIGNATURE

MICHIGAN STATE

UNIVERSITY MICHIGAN DRIVER RECORD REQUEST Office of Rick Management & Insurance 408 W. Circle Drive, Row 113 Older Hall End Lansing, MI 48824 Prose (517) 555-5022