

## Prepaid Airfare/Rail (Direct Bill Airfare/Rail)

\*Following applies for all prepaid airfare/rail once your College/MAU is live on Concur Request and Expense. Agency service fees are no longer applicable.

### Faculty/Staff:

1. Booking Travel:
  - a. Online: Traveler's name on the booked airfare/rail will be assigned based on the profile in use. If you are trying to book airfare/rail on behalf of another MSU employee, the traveler must select you as a Travel Assistant/Arranger. You will then use the Profile area to "Act on Behalf of" that traveler to book prepaid airfare/rail.
  - b. Preferred Travel Agency: Call for an agent to assist with booking prepaid airfare/rail. The agent will pull the traveler information based on the Concur Profile of the traveler. The caller must be an Assistant/Arranger if not the traveler.
2. Reconciling Prepaid Airfare/Rail Charges:
  - a. Upon purchase of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Travelers' Expense tab under Available Expenses notated as "Out of Pocket" Payment Type. Do not be alarmed. The charge on MSU's Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to "MSU Agency Card". Once this occurs, you are able to expense the prepaid airfare/rail charge in an Expense Report.
  - b. Email notification occurs when the credit card transaction has been assigned:



(Your Name) has received updated Company Card Transactions.

#### Link To Expense:

<https://idp.idm.msu.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://www.concursolutions.com/SAMLRedirector/ClientSAMLLogin.aspx>

- c. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of "MSU Agency Card" to an Expense Report, it does **not** reimburse the traveler, as MSU paid for the transaction.
      - i. If the charge was made in error and is not an MSU business expense, select the "Personal/Non reimbursable" checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.

- d. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

#### Student employees:

1. Booking Travel:
  - a. Online: Student employees do not have access to the prepaid airfare/rail option online. Student employees who book online will be required to provide a personal credit card in their profiles to pay for travel reservations made in Concur. Student employees do not have access to prepay airfare/rail to an MSU account number.
  - b. Online: Faculty and Staff may not prepay airfare/rail for Student employees in Concur because Student employees do not have access to the prepaid airfare/rail option online. Therefore, travel reservations for student employees must be made by emailing or calling the Preferred Travel Agency.
  - c. Preferred Travel Agency: An MSU faculty/staff member is required to provide authorization to the Preferred Travel Agency for student employees to utilize the prepaid airfare/rail option for themselves or guest travelers.
  
2. Reconciling Prepaid Airfare/Rail Charges:
  - a. Upon reservation of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Travelers', or if traveler is a guest, the Student employee's Available Expenses. If prepaid, the transaction will appear as an "Out of Pocket" Payment Type. Do not be alarmed. The charge on MSU's Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to "MSU Agency Card". At this time, you may reconcile and allocate the prepaid airfare/rail in an Expense Report.
  - b. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of "MSU Agency Card" to an Expense Report, it does **not** reimburse the traveler, as MSU paid for this transaction.
    - i. If the charge was made in error and is not an MSU business expense, select the "Personal/Non reimbursable" checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.
  - c. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

#### Guests:

1. Booking Travel:
  - a. Online: MSU Employees (Faculty and Staff) that have the "Book for a Guest" permission may book airfare/rail on behalf of a non MSU employee using the prepaid airfare/rail program. Traveler information will be captured while booking for the guest.
  - b. Preferred Travel Agency: Call an agent to assist with booking prepaid airfare/rail. The agent will pull MSU Employee, Faculty, Staff, and Student, information based on the Concur Profile of the caller. The traveler information will be provided by the Arranger.

2. Reconciling Prepaid Airfare/rail Charges:

- d. Upon reservation of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Employee’s Expense tab under Available Expenses. It will appear as an “Out of Pocket” Payment Type. Do not be alarmed. The charge on MSU’s Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to “MSU Agency Card”. At this time, you may reconcile and allocate the prepaid airfare/rail in an Expense Report.
- e. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of “MSU Agency Card” to an Expense Report, it does **not** reimburse the traveler, as MSU paid for this transaction.
  - i. If this charge was made in error and is not an MSU business expense, select the “Personal/Non reimbursable” checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.
- a. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

Below is an example of both an MSU Agency Card and an Out of Pocket (pending Agency Card auto-reconciliation).

<input type="checkbox"/>	MSU Agency Card	Airfare	Delta Air Lines Ann Arbor, Michigan	08/30/2019	\$404.10
<input type="checkbox"/>	Out of Pocket	Airfare	Delta	06/27/2019	\$0.00