Managing MSU Agency Card Transactions

All MSU Agency Card charges must be reconciled on an Expense Report, even if you have two charges that net to zero dollars. Expense Reports require an approved Request to be submitted.

NOTE: If the trip was cancelled, Concur does allow an approved Request that has been cancelled to be used as well. If the Request was cancelled before it was approved, you will be unable to use this Request for an Expense Report. Cancellation of travel plans will still require you to reconcile your MSU Agency Card charges on an Expense Report.

Table of Contents

Reconciling MSU Agency Card (Direct Billed Airfare/Rail) Charges ................................................................. 2
Prepaid Airfare/Rail (Direct Bill Airfare/Rail) .................................................................................................. 5
Managing MSU Agency Card Transactions

Reconciling MSU Agency Card (Direct Billed Airfare/Rail) Charges

1. You will need an Approved Request before moving forward with the Expense Report. If the Request is not approved, open the Request, complete any outstanding information, and submit. You will have to wait until your Request has been fully approved to continue.

2. Start at the Concur Homepage and locate the Request that the airfare/rail needs to be reported on. Select Create Expense Report.


5. 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 **Save**.

![Exhibit 5](image)

6. Select **Add Expense**.

![Exhibit 6](image)

7. Within the Available Expenses, check the box to select **MSU Agency Card** transactions >select **Add to Report**.

![Exhibit 7](image)
8. Select Airfare. Make sure all the information is correct and that the Receipt is attached.

NOTE: E-Receipt, Corporate Card, and Reservation should be visible at the top. This means the receipt has been attached, and you can click on it for more details.

9. Save all Expenses that have been added.

10. Within the Report Details, select Report Totals to see the total MSU Agency Card payment.

11. Once you have verified all information is correct, select Submit Report.
Managing MSU Agency Card Transactions

Prepaid Airfare/Rail (Direct Bill Airfare/Rail)
The 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 Agency service fees are no longer applicable.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:

   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.
Managing MSU Agency Card Transactions

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.

   f. 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.

Exhibit 12 is an example of both an MSU Agency Card and an Out of Pocket (pending Agency Card auto reconciliation).

<table>
<thead>
<tr>
<th></th>
<th>Airfare</th>
<th>Delta Air Lines</th>
<th>06/30/2019</th>
<th>$494.10</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSU Agency Card</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Out of Pocket</td>
<td></td>
<td>Delta</td>
<td>06/27/2019</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Exhibit 12