

Motor Pool - in Request (Revised 12/12/19)

Michigan State University employees and student drivers must complete a Request in Concur to use a Motor Pool vehicle. Please be sure to identify the Motor Pool expense type in the Request.

Within the **Request**, go to the Expense tab. Select expense type **Motor Pool** from the “Expenses” tab in Request. This is found under “02. Transportation.”

01. Travel Expenses	03. Personal Car Mileage	08. Fees
Daily Meal Per Diem Allowance	05. Meals & Entertainment	Booking Fees
Expense Reduction	Alcoholic Beverages (6474)	Health/Vaccination Fees
Hotel Cleaning Charge	Business Entertainment - Food & Beverage (6116)	Passports/Visa Fees
Meal Per Diem Multiple Destinations (Request)	Business Entertainment - Non Food (6480)	09. Other
Per Diem Reduction	Business Meetings - Food & Beverage (6212)	Conference/Seminar Registrations Fees (6397)
02. Transportation	Business Meetings - Other (6481)	In-Country Contractual Services (6489)
Airline Fees	Team/Group Meal	Professional Subscriptions/Dues (6545)
Baggage Fee	06. Office Expenses	Program Expenses (Entry, Group Fees)
Car Rental Fuel	Courier/Shipping/Freight (6511)	
Car Service/Limousine	Office Supplies (6595)	
Charter Bus/Transfers	Postage (6555)	
Motor Pool	Printing/Photocopying/Stationery (6556)	
Other Ground Transportation	07. Communications	
Parking	Internet/Online Fees	
Taxi/Rideshare	Mobile/Cellular Phone	
Tolls	Telephone/Fax	
University Owned Vehicle (Motor Pool)		

(NOTE: **Do not** select the Car Rental Fuel expense type because it does not apply to Motor Pool requests. The Car Rental segment is also **not** for Motor Pool purposes.)

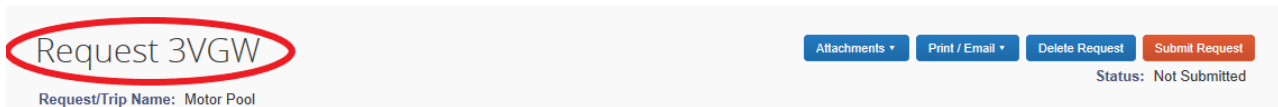
Motor Pool defaults to zero dollars and cannot be edited. Motor Pool will continue to bill your department through KFS.

If you have chosen an MSU funding source in the Request Header, your Request cannot be submitted if Motor Pool is the only expense selected. An expense type with a transaction amount of at least .01 (one cent) needs to be added as an additional expense. A suggestion is to add an expense type such as “Parking” or “Tolls” for .01. Or, 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 any funds.

Expense Type Motor Pool	Transaction Date <input type="text"/>	Student Driving Record Check <input type="text"/>
Description <input type="text"/>	Transaction Amount 0.00 USD	

Not Editable

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 [Service Request](#). 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 number assigned to your request in Concur.



Student Requirements:

The Student Driving Record Check is **required**. Use the pulldown to select the appropriate answer. Once complete, “save”.

When students will be using Motor Pool, complete and submit the required Driver Record Request form found here 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.

PLEASE NOTE: When completing Requests for MSU students and unsure whether or not 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](#).