

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 [Concur Homepage](#), 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**.

The screenshot shows the SAP Concur homepage for a Michigan State University user. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. A 'New+' button is highlighted with a green box, and a dropdown menu is open showing options: 'Start a Request', 'Start a Report', 'Enter New Reservation', and 'Upload Receipts'. The dashboard features several metrics: '00 Required Approvals', '05 Authorization Requests', '00 Available Expenses', '00 Open Reports', and '00 Cash Advances'. Below these are sections for 'TRIP SEARCH' (with a 'Mixed Flight/Train Search' form), 'COMPANY NOTICES' (with a red warning about domestic travel authorizations), and 'MY TASKS' (with three cards for 'Required Approvals', 'Available Expenses', and 'Open Reports', all showing zero counts).

The screenshot shows the 'Create New Request' form. Key fields include:

- Request Policy:** Profiled Traveler Policy
- Request/Trip Name:** Motor Pool - Request
- Request/Trip Start Date:** 09/05/2022
- Request/Trip End Date:** 09/09/2022
- Request/Trip Purpose:** Administrative
- Secondary Trip Purpose:** Team
- Trip Description:** Motor Pool - Request
- Destination City:** US - Traverse City, Michigan
- Destination Country:** UNITED STATES (US)
- Does this trip include personal travel?:** No
- Traveler Type:** Staff
- Trip Type:** Out of State (CONUS/OCONUS)
- Travel Funding Source:** MSU Grants and Research
- Account:** (XT022906) UNIVERSITY TRAVEL PROGRAM
- Subaccount:** Search by Code
- SubObject:** Search by Code
- Project:** Search by Code
- Org Ref ID:** (empty)

 At the bottom, there is a 'Total Approved Amount' field, a 'Comments To/From Approvers/Processors' text area, and 'Cancel' and 'Create Request' buttons.

Within the **Request**, go to **Expected Expenses** and click the **Add** button. Select expense type **Motor Pool** that is found under **02. Transportation**.

The screenshot shows the SAP Concur 'Manage Requests' page for a 'Motor Pool - Request \$0.00'. The 'EXPECTED EXPENSES' section has an 'Add' button highlighted. An 'Add Expected Expense' dialog box is open, showing a search bar and a list of expense types under '02. Transportation'. The 'Motor Pool' option is highlighted with a mouse cursor, and a green arrow points to the '02. Transportation' category header.

(Note: Car Rental Fuel expense type and Car Rental segment do not apply to Motor Pool.)

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.

The screenshot shows the 'New Expense: Motor Pool' form. The 'Transaction Date' is 09/05/2022, and the 'Description' is 'Motor Pool for trip to Traverse City'. The 'Transaction Amount' field is empty, and a green arrow points to it with a callout box that says 'Please Note that the 'Transaction Amount' field is not to be edited.' The 'Save' button is highlighted.

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.

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 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 **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 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](#).