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.”

(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.)
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.