

## Reconciling MSU Agency Card (direct billed airfare) Charges Quick Guide

### Tips Before Beginning:

- Verify you are in the correct profile by checking the Available Expenses, found in the Expense tab, and locate the expense with the payment type of MSU Agency Card that you would like to reconcile.
- All MSU Agency Card charges must be reconciled on an Expense Report, even if you have two charges that net to zero dollars.
- Cancellation of travel plans will still require you to reconcile your MSU Agency Card charges on an expense report.

### A. Do you have an approved Request?

All Expense Reports require an approved Request in order to submit an Expense Report. 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. To verify if you have an approved Request -

1. Select Request from the menu bar.
2. Use the blue View button to see All Requests.
3. Locate the Request to which the airfare/rail apply.
4. Verify there is a blue Expense link to the far right of the Request.
  - a. If no blue Expense link appears to the far right of the Request, please check the status of the Request to see what further action should be taken (i.e. needs to be submitted, or approved.)
  - b. If the Request isn't in your list, you will need to create a Request before continuing. Please see [Concur Request User Guide](#) for information on creating a Request.
  - c. You will have to wait until your Request has been fully approved in order to continue.

### B. Completing an Expense Report:

1. Select Request from the menu bar.
2. Locate the Request to which airfare/rail needs to be reported.
3. Go to the far right-side of the Request information. Find the Action column. Select Expense - this begins a new Expense Report.
4. Use Report Details pull-down tab to access Report Header.
5. Complete fields that are required.
6. Save.
7. Click Add Expense.
8. Use the check box to select MSU Agency Card transaction(s).
9. Click Add to Report.
10. If your transaction requires a receipt, be sure to add to the MSU Agency Card expense.
11. Save Expense.
12. Submit. (Profiled travelers must submit their own Expense Reports.)