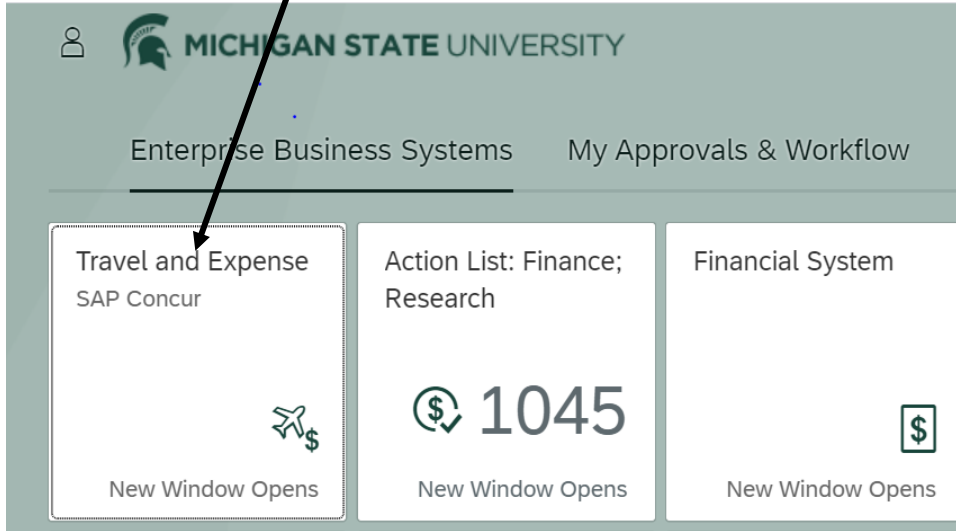


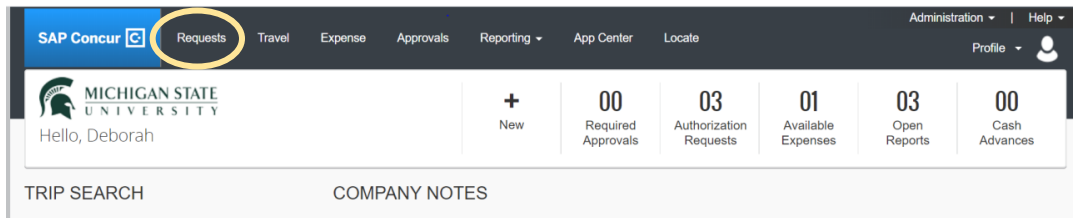
Reconciling & Allocating MSU Agency Card Transactions (Direct Billed Airfare/Rail)

A. Do you have an approved Request?

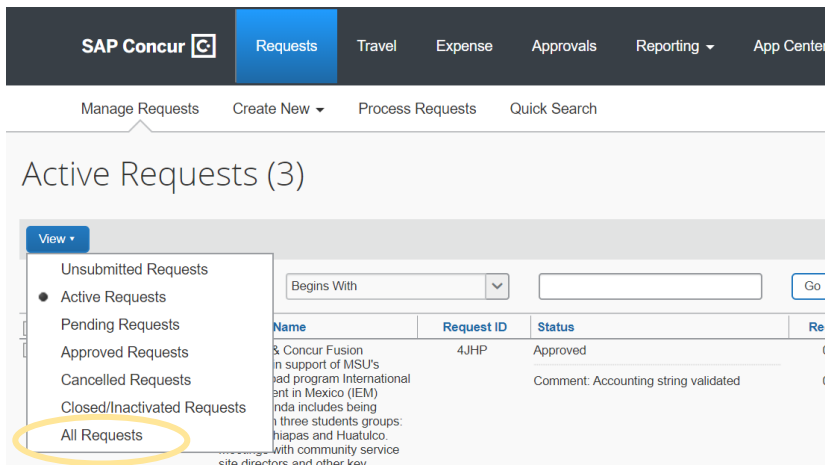
1. To do this, log into Concur.



2. Select Request from the menu bar.



3. Use the View button to see All Requests.



4. Locate the Request to which the airfare/rail apply.
5. Verify the Request's status is Approved.

All Requests (13)

[Delete Request](#) [Copy Request](#) [Close/Inactivate Request](#)

View ▾

Request Name ▾ Begins With ▾ [Go](#)

| <input type="checkbox"/> | Request Type ▾ | Request Name | Request ID | Status | Request Dates | Date Submitted | Total | Approved a... | Remaining ... | Action |
|--------------------------|----------------|--|------------|-----------|---------------|----------------|----------|---------------|---------------|---------|
| <input type="checkbox"/> | Travel | instate travel 2020 travel throughout year to support missions of Michigan State, Controllers Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities. | 34VE | Approved | 05/01/2019 | 05/30/2019 | \$145.00 | \$145.00 | \$145.00 | Expense |
| <input type="checkbox"/> | Travel | Marketing 101 research | 36FR | Cancelled | 07/01/2019 | 06/19/2019 | \$116.00 | \$0.00 | \$0.00 | |

6. If not, open the Request, complete any outstanding information and submit. You will have to wait until your Request has been fully approved in order to continue.

B. When your Request is Approved, Complete Expense Report:

1. Select Request with from the menu bar.

2. Locate the Request to which airfare/rail needs to be reported.

All Requests (13)

[Delete Request](#) [Copy Request](#) [Close/Inactivate Request](#)

View ▾

Request Name ▾ Begins With ▾ [Go](#)

| <input type="checkbox"/> | Request Type ▾ | Request Name | Request ID | Status | Request Dates | Date Submitted | Total | Approved a... | Remaining ... | Action |
|--------------------------|----------------|--|------------|-----------|---------------|----------------|------------|---------------|---------------|---------|
| <input type="checkbox"/> | Travel | instate travel 2020 travel throughout year to support missions of Michigan State, Controllers Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities. | 34VE | Approved | 05/01/2019 | 05/30/2019 | \$145.00 | \$145.00 | \$145.00 | Expense |
| <input type="checkbox"/> | Travel | Marketing 101 research | 36FR | Cancelled | 07/01/2019 | 06/19/2019 | \$116.00 | \$0.00 | \$0.00 | |
| <input type="checkbox"/> | Travel | CHELF 2019 Concur Higher Education Leadership Forum (CHELF) from Nov 18-20 hosted by George Washington University. | 3347 | Approved | 11/16/2019 | 08/01/2019 | \$761.60 | \$761.60 | \$0.00 | |
| <input type="checkbox"/> | Travel | InState Travel FY20 Instate travel in support of mission of MSU, VP Finance, and Office of the Controller | 3JMJ | Approved | 07/01/2019 | 09/19/2019 | \$145.00 | \$145.00 | \$145.00 | Expense |
| <input type="checkbox"/> | Travel | IEM2020 & Concur Fusion Traveling in support of MSU's study abroad program International Engagement in Mexico (IEM) | 4JHP | Approved | 02/27/2020 | 02/03/2020 | \$3,911.14 | \$3,911.14 | \$3,911.14 | Expense |

3. Go to the far right-side of the Request information.
4. Find the Action column.
5. Select Expense - this begins a new Expense Report.

All Requests (13) Delete Request Copy Request Close/Inactivate Request

View ▾

Request Name ▾ Begins With ▾

| <input type="checkbox"/> | Request Type ▾ | Request Name | Request ID | Status | Request Dates | Date Submitted | Total | Approved a... | Remainin... | Action |
|--------------------------|----------------|---|------------|---|--------------------------|----------------|----------|---------------|-------------|---------|
| <input type="checkbox"/> | Travel | instate travel 2020 travel throughout year to support missions of Michigan State, Controller's Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities. | 34VE | Approved Comment: Accounting string validated | 05/01/2019 04/30/2020 | 05/30/2019 | \$145.00 | \$145.00 | \$145.00 | Expense |
| <input type="checkbox"/> | Travel | Marketing 101 research | 36FR | Cancelled Comment: Accounting string validated | 07/01/2019 07/05/2019 | 06/19/2019 | \$116.00 | \$0.00 | \$0.00 | |

6. Complete Expense Report.

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 2 ▾

instate travel 2020 \$0.00

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

REQUEST
Approved
\$145.00

No Expenses
Add expenses to this report to submit for reimbursement.

7. Use Report Details pull-down tab to access Report Header.

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 2 ▾

instate travel 2020 \$0.00

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Report
Report Header
Report Items
Report Timeline
Audit Trail

Linked Add-ons
Manage Requests
Manage Cash Advances
Manage Travel Allowance

No Expenses
Add expenses to this report to submit for reimbursement.

8. Complete fields that are highlighted.
9. Save.

Report Header
instate travel 2020 \$0.00

Policy *
*MSU-Profiled Traveler Expense Policy

Report/Trip Name *
instate travel 2020

Report/Trip Start Date *
05/01/2019

Report/Trip End Date *
04/30/2020

Primary Report/Trip Purpose *
Administrative

Secondary Trip Purpose *
[Empty]

Trip Description *
travel throughout year to support missions of Michigan State, Controllers Office, and

Does this trip include personal travel? *
No

Traveler Type
Staff

Are there shared expenses with another traveler? *
[Empty]

Special Payment Needs *
[Empty]

Report Id
0329B75CCA0342ABB8CE

Account *
(XT022906) UNIVERSITY TRAVEL PROGF

Subaccount *
Search by Code

Object Code *
[Empty]

SubObject
[Empty]


Project
[Empty]

Cancel **Save**

10. Add Expense.

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 1

InState Travel FY20 \$0.00  **Submit Report**

Not Submitted

Report Details Print/Share Manage Receipts

REQUEST
Approved
\$145.00

Add Expense Edit Delete Copy Allocate **Combine Expenses** Move to

11. Use the check box to select MSU Agency Card transaction.
12. Click Add to Report.

Add Expense

6 Available Expenses **+** Create New Expense

| Payment Type | Expense Type | Vendor Details | Date | Amount |
|---|--|----------------------------|------------|------------|
| <input checked="" type="checkbox"/> MSU Agency Card | Airfare | Delta Detroit Wayne County | 01/27/2020 | \$408.00 |
| <input type="checkbox"/> MSU Agency Card | Airfare | Delta Ann Arbor, Michigan | 01/27/2020 | \$406.27 |
| <input type="checkbox"/> MSU Agency Card | Airfare | Delta Ann Arbor, Michigan | 01/28/2020 | \$329.84 |
| <input type="checkbox"/> Out of Pocket | Business Meetings - Food & Beverage (6212) | EJECUTIVA | 03/08/2020 | MXN 300.00 |

Close **Add To Report**

13. Click on Airfare. Do you see that Corporate Card, Reservation, E-receipt are included? If so, your receipt has been attached for you. Click on each and you can view the details behind the transaction.

14. If your transaction requires a receipt, please be sure to add to the MSU Agency Card expense.

15. Save Expense.

16. Submit. (Profiled travelers must submit their own Expense Reports.)

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 1

InState Travel FY20 \$408.00 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts

REQUEST
Approved
\$145.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

| <input type="checkbox"/> | Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|--------------------------|---------|-----------------|------------------------|----------------------------|------------|-----------------|
| <input type="checkbox"/> | | MSU Agency Card | Airfare Reservation | Delta Detroit, Michigan | 01/27/2020 | \$408.00 |
| | | | | | | \$408.00 |