

## How to Create and Submit an Event/Group Travel Request

Michigan State University employees can submit an Event Travel authorization request in MSU's Concur system with your requested trip expenses and distribute it, also called **Bursting**, to multiple MSU employees. An Event Travel Request allows 1 Request to be used by multiple travelers, typical reasons to create an Event Travel Request include, preparing requests for multiple travelers all attending the same conference or going to the same destination.

You will start at the [Concur Homepage](#), open the [Request Module](#) by selecting **Requests**.

The screenshot shows the SAP Concur homepage. At the top, there is a navigation bar with 'SAP Concur' and a 'Requests' button highlighted with a red box. Other navigation options include Travel, Expense, Approvals, Reporting, and App Center. On the right, there is a user profile icon and a 'Help' dropdown. Below the navigation bar, there is a dashboard with several metrics: '+ New', '01 Required Approvals', '13 Authorization Requests', '00 Available Expenses', '00 Open Reports', and '00 Cash Advances'. The main content area is divided into two sections: 'TRIP SEARCH' and 'COMPANY NOTES'. The 'TRIP SEARCH' section includes a 'Mixed Flight/Train Search' form with fields for 'From' and 'To' (departure and arrival city, airport, or train station) and a 'Search' button. The 'COMPANY NOTES' section contains a 'Concur Request Upgrade' notice and a list of important updates regarding domestic and international travel authorizations. Below the company notes is a 'MY TASKS' section with three cards: '01 Required Approvals' (with a right arrow), '00 Available Expenses' (with a right arrow), and '00 Open Reports' (with a right arrow). Each task card includes a brief description and a status indicator.

On the **Manage Requests** screen, click **Create New Event Request**.

The screenshot shows the 'Manage Requests' screen in SAP Concur. At the top, there is a navigation bar with 'SAP Concur' and a 'Requests' button highlighted with a red box. Other navigation options include Travel, Expense, Approvals, Reporting, and App Center. On the right, there is a user profile icon and a 'Help' dropdown. Below the navigation bar, there is a 'Manage Requests' header. Underneath, there is a 'REQUEST LIBRARY' section with a 'View' dropdown set to 'Active Requests'. The main content area displays a grid of request cards. The first card is a red-bordered box with a '+' icon and the text 'Create New Request'. The second card is a blue-bordered box with a '+' icon and the text 'Create New Event Request', which is highlighted with a red box and a hand cursor. To the right of these cards are two existing request cards, both with a status of 'NOT SUBMITTED' and a date of '09/26/2022'. The first existing card is titled 'Event: Participants Testing' and has a value of '\$2.00'. The second existing card is titled 'Participants Testing' and also has a value of '\$2.00'.

On the **Create New Request** screen, fill in the necessary information and required fields indicated with a (\*) for your travel **Request**. Enter any additional information you would like to share with the Approver in the **Comments** field. Select **Create Request** once you are done.

Create New Request

Request Policy \*  
 Profiled Traveler Policy

Request/Trip Name \*  
 Create Request

Request/Trip Start Date \*  
 09/18/2022

Request/Trip End Date \*  
 09/23/2022

Request/Trip Purpose \*  
 Site Visit

Secondary Trip Purpose  
 None Selected

Trip Description \*  
 Create Request

Destination City \*  
 US Nashville, Tennessee

Destination Country \*  
 UNITED STATES (US)

Does this trip include personal travel? \*  
 No

Traveler Type \*  
 Staff

Trip Type \*  
 None Selected

Travel Funding Source \*  
 None Selected

Account  
 (XT022906) UNIVERSITY TRAVEL PROGRAM

Subaccount  
 Search by Code

SubObject  
 Search by Code

Project  
 Search by Code

Org Ref ID

Total Approved Amount

Comments To/From Approvers/Processors  
 Comments to approver.

Cancel **Create Request**

In the **Participant** section, type the name of the people that will be included in the Event Request. Repeat this process to add Participants. Once all participants have been added, select **Save**.

Add Participants

Add Participants

Participant  
 Type Participant's Name

Participant  
 sell  
 Kimberly Courtnee Sellers  
 seller44@msu.edu  
 Delete

Participant Name	Request ID	Request Status	Request Amount
<input type="checkbox"/> Kimberly Courtnee Sellers			\$0.00
<input type="checkbox"/> Phillips, Edward			\$0.00

Participant Total: \$0.00

Cancel **Save**

Within the **Request** you can see the **Participants Icon** which displays the Participants that were added to this Request. In the **Expected Expenses** section, select **Add** and enter estimated amounts for each of your trip expenses. You will see a list of expense types that you can select from; some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, *Motor Pool*, and *Daily Meal Per Diem Allowance*.

You can add documents for your approvers review, to attach documents, select the **Attachments** dropdown menu and then select **Attach Documents**. Select **Upload and Attach**, double click the file you want to upload. \*It is preferred to upload attachments in Image File or PDF Format.

Once you see the *blue folder icon*, the file is uploaded for your approvers review.

When you have completed all your **Expected Expenses** and your request is ready, select **Create Request & Notify**. The authorization request is distributed to each **Participant** to Modify, Use and **Submit** after the individual has edited it to their needs before submitting.

SAP Concur Requests Travel Expense Approvals Reporting App Center Help Profile

Manage Requests

Create Request \$2,155.50 More Actions **Create Request & Notify**

Not Submitted | Event Request ID: AJWV

Request Details Print/Share Attachments Participants (2)

**EXPECTED EXPENSES**

Add Edit Delete Allocate

<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Hotel Reservation	Nashville, Tennessee	09/19/2022	\$600.00	\$600.00
<input type="checkbox"/>	Daily Meal Per Diem Allowance	Nashville, Tennessee	09/19/2022	\$355.50	\$355.50
<input type="checkbox"/>	Air Ticket	Detroit (DTW) - Nashville (BNA) : Round Trip	09/19/2022	\$1,200.00	\$1,200.00
<b>Event Request Total:</b>					<b>\$2,155.50</b>

Note: If a delegate will be submitting on their behalf, they will delegate into each Request individually and Submit. Once Submitted, the Requests will then route for appropriate approvals.

**SUBMITTED**
09/15/2022

**Create Request**

\$2,155.50

Pending Fiscal Officer Approval