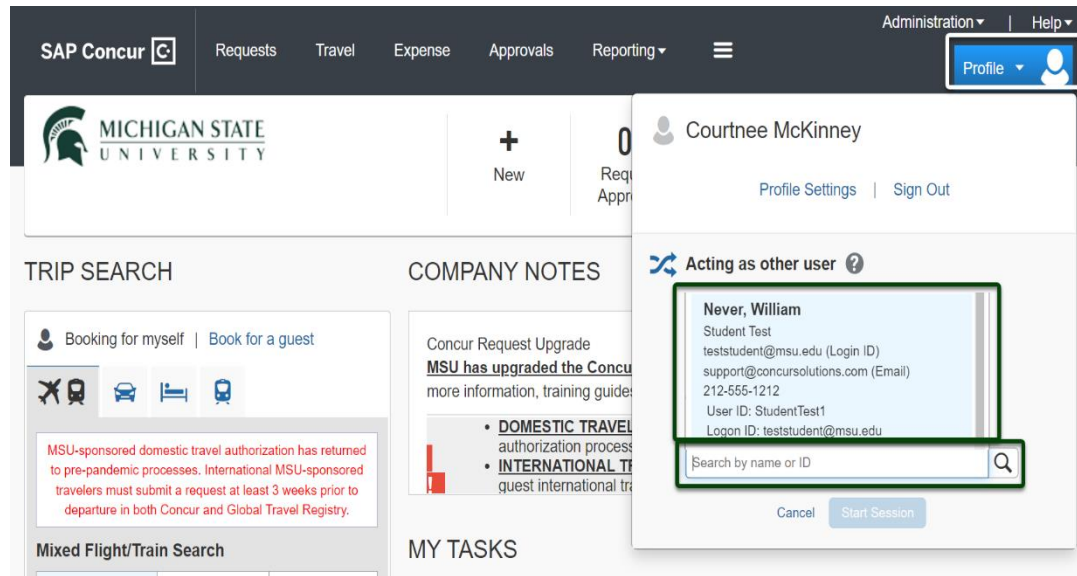


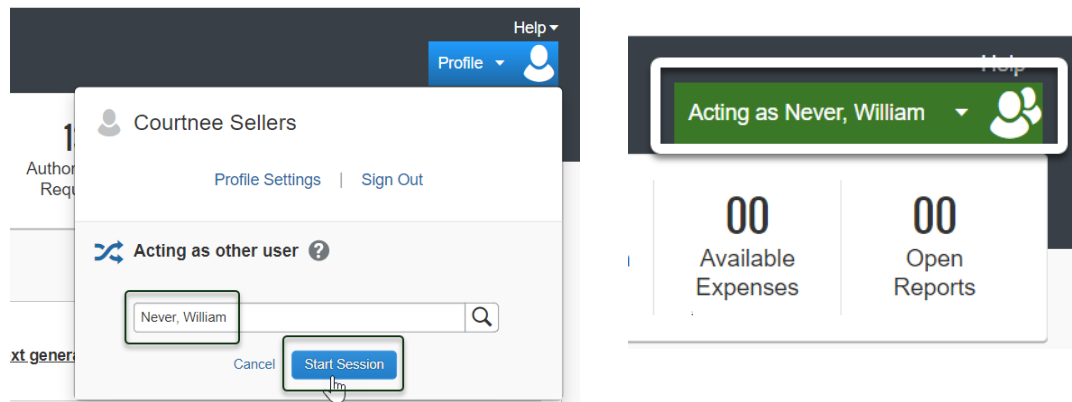
Michigan State University employees can submit a travel authorization Request in MSU's Concur system that includes requested trip expenses on behalf of Faculty and Staff (acting as a delegate). A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating and submitting Requests. NOTE: You can only act as a delegate for someone if you have been assigned Delegate rights. For information about how users assign delegates, see training guide [Assistants vs Delegates](#).

1. Start at the [Concur Homepage](#), select **Profile**. Enter Employees name or NetID in **Search by Name or ID** field. If the user you are attempting to delegate for is not a listed option, please contact the user and request them to add you as a Delegate.

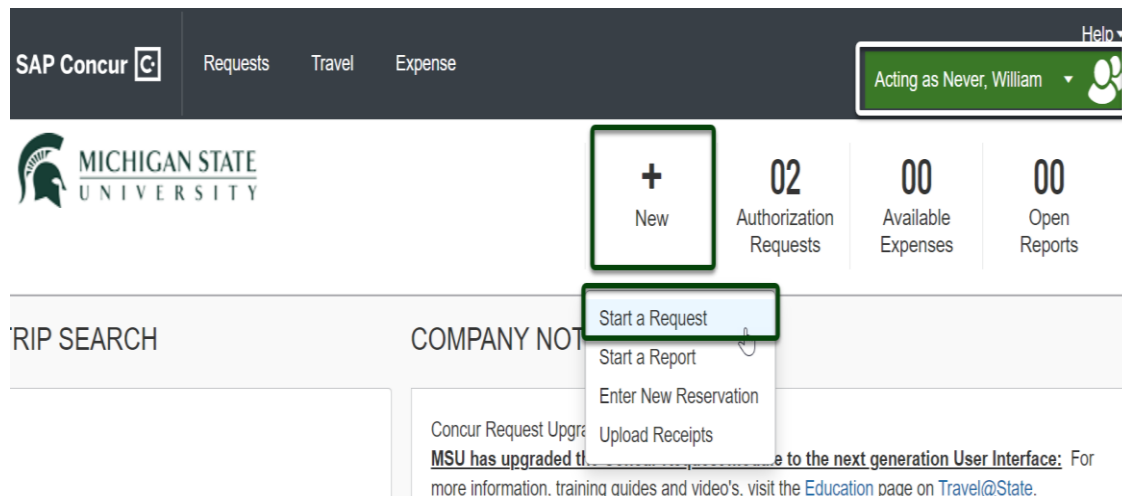


2. Select the Faculty/Staff member's name from pull-down list. Select **Start Session**.

NOTE: User Bar should display Faculty/Staff member's name.



3. From the "Quick Start" bar, hover over **New+** and click on **Start a Request**.



4. On the **Create New Request** screen, in the **Traveler Type** field, **Faculty or Staff** must be selected.

Traveler Type *

Staff

None Selected

Faculty

Profiled Guest

Staff

Student

5. Fill in the necessary information and required fields indicated with a (*) for the travel **Request**. Enter any additional information you would like to share with the Approver in the **Comments** field. *Do not add sensitive information.*

NOTE: Anything entered in the **Request/Trip Name** field, populates the Accounting String in KFS.

Request Policy * ?
 Profiled Traveler Policy

Request/Trip Name * ?
 Faculty/Staff Request

Request/Trip Start Date * ?
 11/28/2022

Request/Trip End Date * ?
 12/02/2022

Trip Description * ?
 Faculty/Staff Request

Request/Trip Purpose * ?
 Site Visit

Secondary Trip Purpose
 None Selected

Destination City * ?
 US Boston, UNITED STATES

Destination Country * ?
 UNITED STATES (US)

Does this trip include personal travel? * ?
 No

Traveler Type * ?
 Faculty

Trip Type * ?
 Out of State (CONUS/OCONUS)

Travel Funding Source * ?
 Other MSU (Non-Grant & Research)

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
 Faculty/Staff Request

Cancel Create Request

6. Select **Create Request** once you are done filling in the required information.

7. Within the **Request**, in the **Expected Expenses** section, select **Add** and enter estimated amounts for each of the Faculty/Staff expenses.

SAP Concur **Requests** Travel Expense

Manage Requests

Faculty/Staff Request

Not Submitted | Request ID: AJVJ

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

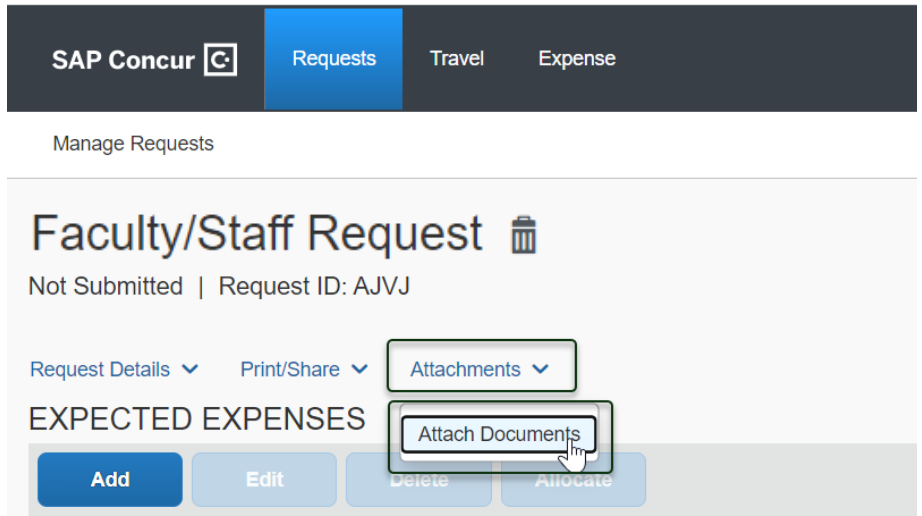
You will see a list of expense types that you can select from. Some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, and *Daily Meal Per Diem Allowance*.

Add Expected Expense

Search for an expense type

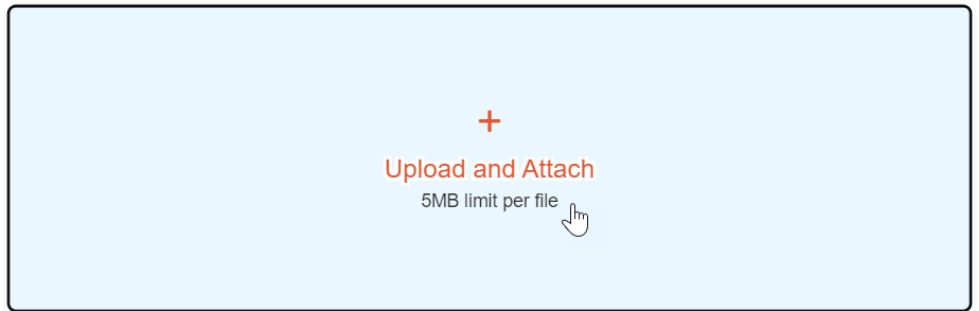
- 01. Travel Expenses
 - Daily Meal Per Diem Allowance
 - Expense Reduction
 - Hotel Reservation
 - Per Diem Reduction
- 02. Transportation
 - Air Ticket
 - Airline Fees
 - Baggage Fee
 - Car Rental
 - Car Rental Fuel
 - Car Service/Limousine
 - Charter Bus/Transfers
 - Motor Pool
 - Other Ground Transportation

8. You can attach documents for your approvers review. To attach documents, select the **Attachments** dropdown menu and then select **Attach Documents**.



9. Select **Upload and Attach**, double click the file you want to upload. It is preferred to upload attachments in Image File or PDF format.

Document Upload and Attach ✕



Close

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



10. When you have completed the Faculty/Staff **Expected Expenses** and your request is ready, select **Submit Request**.

Manage Requests

Faculty/Staff Request \$1,355.50

Not Submitted | Request ID: AJVJ

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Hotel Reservation	Nashville, Tennessee	09/19/2022	\$600.00	\$600.00
Air Ticket	Detroit (DTW) - Nashville (BNA) : Round Trip	09/19/2022	\$400.00	\$400.00
Daily Meal Per Diem Allowance	Nashville, Tennessee	09/19/2022	\$355.50	\$355.50
				\$1,355.50

11. Then **Accept and Continue** to send the request to the approver.

Request-User Electronic Agreement

By clicking on the "Accept & Submit" button, I certify that:

This is an accurate estimation of the expenses that will be incurred to accomplish official business for Michigan State University and this request is in compliance with Michigan State University's Travel and Expense policy. (<http://ctrl.msu.edu/combp/mbp70EBS.aspx>)

Cancel Accept & Continue

12. Request is in **Submitted** status.

SUBMITTED 09/19/2022

Faculty/Staff Request

\$1,355.50

Pending External Validation