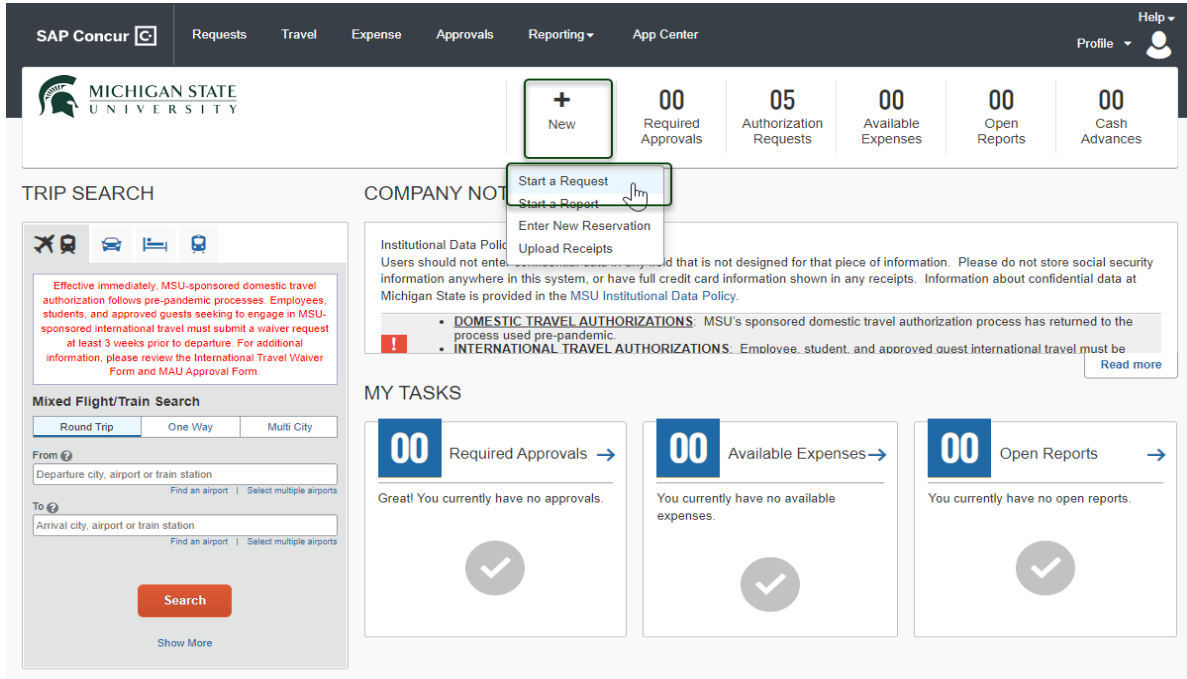


How to Create and Submit a Request

Michigan State University employees can submit a travel authorization request in MSU’s Concur system with your requested trip expenses.

You will start at the [Concur Homepage](#), hover over “Quick Start” button **New+** and click on **Start a Request**.



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

Orig Ref ID

Total Approved Amount

Comments To/From Approvers/Processors
 Comments to approver.

Cancel Create Request

Within the **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*.

Manage Requests

Create Request

Not Submitted | Request ID: AJVF

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

No Expected Expenses
Add expected expenses to this request to submit for approval.

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

© Copyright 2022 - SAP Concur

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.

The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right. Below the navigation bar, the page title is 'Manage Requests'. The main content area displays 'Guest Trip \$1,355.50' with a trash icon and 'Not Submitted | Request ID: AJUW'. There are 'Copy Request' and 'Submit Request' buttons. Below this, there are dropdown menus for 'Request Details', 'Print/Share', and 'Attachments'. The 'Attachments' dropdown is open, showing 'Attach Documents'. Below the dropdowns, there is a section titled 'EXPECTED EXPENSES' with buttons for 'Add', 'Edit', 'Delete', and 'Allocate'.

The screenshot shows a dialog box titled 'Document Upload and Attach' with a close button (X) in the top right corner. The main area of the dialog is light blue and contains a red plus sign, the text 'Upload and Attach', and '5MB limit per file' with a hand cursor pointing to it. A 'Close' button is located at the bottom right of the dialog.

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

The screenshot shows the SAP Concur interface after the upload process. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', and 'Expense'. The page title is 'Manage Requests'. The main content area displays 'Guest Trip \$1,355.50' with a trash icon and 'Not Submitted | Request ID: AJUW'. There are dropdown menus for 'Request Details', 'Print/Share', and 'Attachments'. The 'Attachments' dropdown is open, showing a blue folder icon. Below the dropdowns, there is a section titled 'EXPECTED EXPENSES'.

When you have completed all your **Expected Expenses** and your request is ready, select **Submit Request**, then select **Accept and Continue** to send the request to your approver.

SAP Concur Requests Travel Expense Approvals Reporting App Center Help Profile

Manage Requests

Guest Trip \$1,355.50 **Copy Request** **Submit Request**

Not Submitted | Request ID: AJUW

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

| <input type="checkbox"/> | Expense type ↑↓ | Details ↑↓ | Date | Amount ↑↓ | Requested ↑↓ |
|--------------------------|-------------------------------|--|------------|-----------|-------------------|
| <input type="checkbox"/> | Air Ticket | Detroit (DTW) - Nashville (BNA) : Round Trip | 09/19/2022 | \$400.00 | \$400.00 |
| <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 |
| | | | | | \$1,355.50 |

SAP **ConlinTravel**

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>)

Your Request is in **Submitted** status.

SUBMITTED 09/15/2022

Guest Martha Never Trip

\$2,552.50

Pending Fiscal Officer Approval

Cancel

Accept & Continue