

## How to Create and Submit a Student Employee Travel Request

Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a Student Employee.

You will start at the **Concur Homepage**, from the "User Bar", select **User Icon**. Enter Student Employee's name or ID in **Search by Name or ID** field. Select the Student Employee's name from pull-down list. Select **Start Session**.

The screenshot shows the SAP Concur homepage. At the top, there is a navigation bar with 'SAP Concur' and various menu items: Requests, Travel, Expense, Approvals, Reporting, and App Center. On the right, a 'Profile' dropdown menu is open, showing the user's name 'Courtnee Sellers' and options for 'Profile Settings' and 'Sign Out'. Below the navigation bar, there are several widgets: a 'TRIP SEARCH' section with icons for flight, car, and train, and a 'COMPANY NOTES' section with a message about a Concur Request Upgrade. A search dropdown is open, showing a list of users: 'Never, William (StudentTest)' and 'Phillips, Edward C'. The 'Never, William (StudentTest)' user is highlighted, and a mouse cursor is pointing at the 'Start Session' button.

This is a close-up of the 'Acting as other user' search dropdown. It shows a search input field containing 'Never, William' and a magnifying glass icon. Below the input field, there are two buttons: 'Cancel' and 'Start Session'. The 'Start Session' button is highlighted with a mouse cursor.

NOTE: User Bar should display Student Employee's Name.

This screenshot shows the SAP Concur homepage after the user has successfully logged in as the student employee. The user bar at the top right now displays 'Acting as Never, William' next to a user icon. Below the navigation bar, there are four widgets: 'New' (with a plus sign), '01 Authorization Requests', '00 Available Expenses', and '00 Open Reports'.

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

The screenshot shows the SAP Concur interface for Michigan State University. At the top, there are navigation tabs for 'Requests', 'Travel', and 'Expense'. A user profile bar indicates 'Acting as Never, William'. Below this is a 'Quick Start' bar with a '+ New' button, '01 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. A dropdown menu is open over the '+ New' button, listing options: 'Start a Request', 'Start a Report', 'Enter New Reservation', and 'Upload Receipts'. The 'Start a Request' option is highlighted with a mouse cursor. Below the navigation bar, there are sections for 'TRIP SEARCH' and 'COMPANY NOTES'. The 'TRIP SEARCH' section shows a message: 'We're Sorry. Your company has not been completely configured for...'. The 'COMPANY NOTES' section contains a message about a Concur Request Upgrade and a link to 'Book travel with Concur'.

On the **Create New Request** screen, in the **Traveler Type** field, **Student** must be selected.

The screenshot shows the 'Create New Request' form. The 'Traveler Type' field is a dropdown menu with 'Student' selected. Other options in the dropdown include 'None Selected', 'Faculty', 'Profilled Guest', and 'Staff'. The 'Total Approved Amount' field is visible below the dropdown.

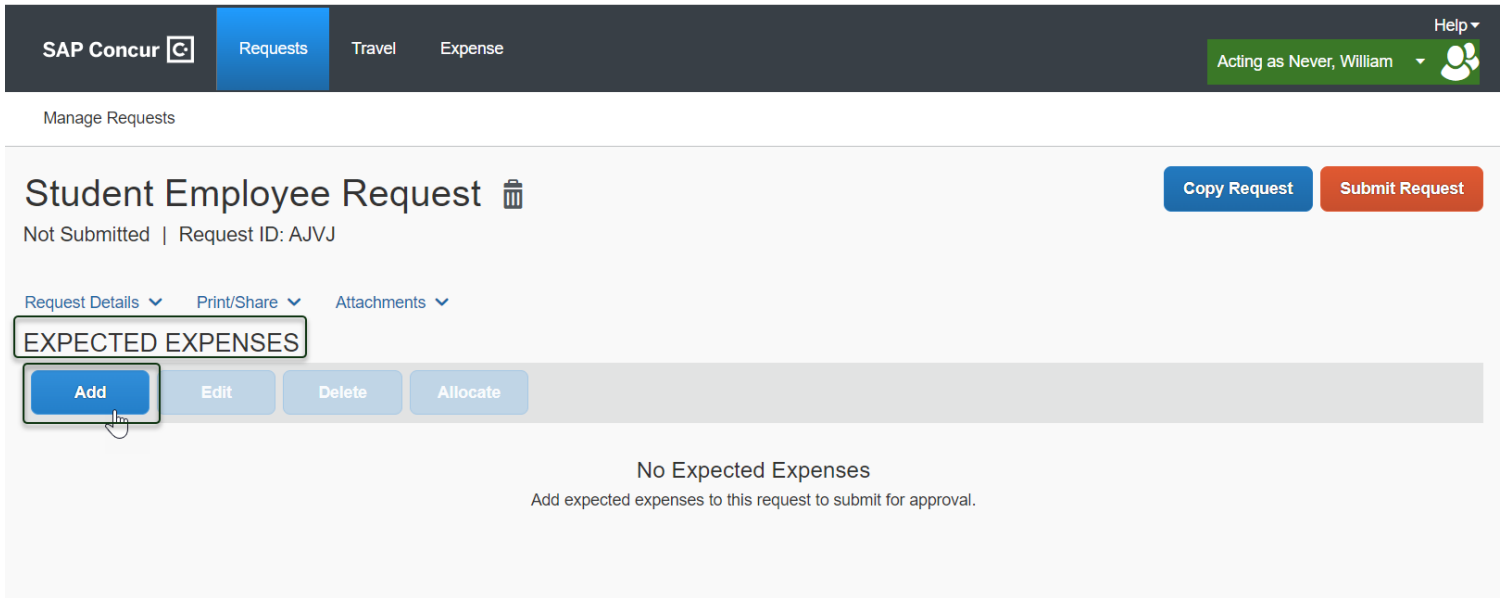
Fill in the necessary information and required fields indicated with a (\*) for your travel **Request**. Enter any additional information you would like to share with the Approver in the **Comments** field, but *please do not add sensitive information*. Anything entered in the **Request/Trip Name** field, populates the Accounting String in KFS. Select **Create Request** once you are done filling in the required information.




The screenshot shows the 'Create New Request' form with the following fields filled out:

- Request Policy: Profilled Traveler Policy
- Request/Trip Name: Student Employee Request
- Request/Trip Start Date: 09/19/2022
- Request/Trip End Date: 09/23/2022
- Request/Trip Purpose: For Credit Learning
- Secondary Trip Purpose: None Selected
- Trip Description: Student Employee Request
- Destination City: US - Nashville, Tennessee
- Destination Country: UNITED STATES (US)
- Does this trip include personal travel?: No
- Traveler Type: Student
- Trip Type: Out of State (CONUS/OCONUS)
- Travel Funding Source: MSU Grants and Research
- Account: (XT022906) UNIVERSITY TRAVEL PROGRAM
- Subaccount: Search by Code
- Sub-Object: Search by Code
- Project: Search by Code
- Org Ref ID: Search by Code
- Total Approved Amount: (empty)
- Comments To/From Approvers/Processors: Student Employee Request.

At the bottom right, there are 'Cancel' and 'Create Request' buttons.

Within the **Request**, in the **Expected Expenses** section, select **Add** and enter estimated amounts for each of your Student Employee expenses. 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.*






SAP Concur  Requests Travel Expense Help   
Acting as Never, William 

Manage Requests

## Student Employee Request

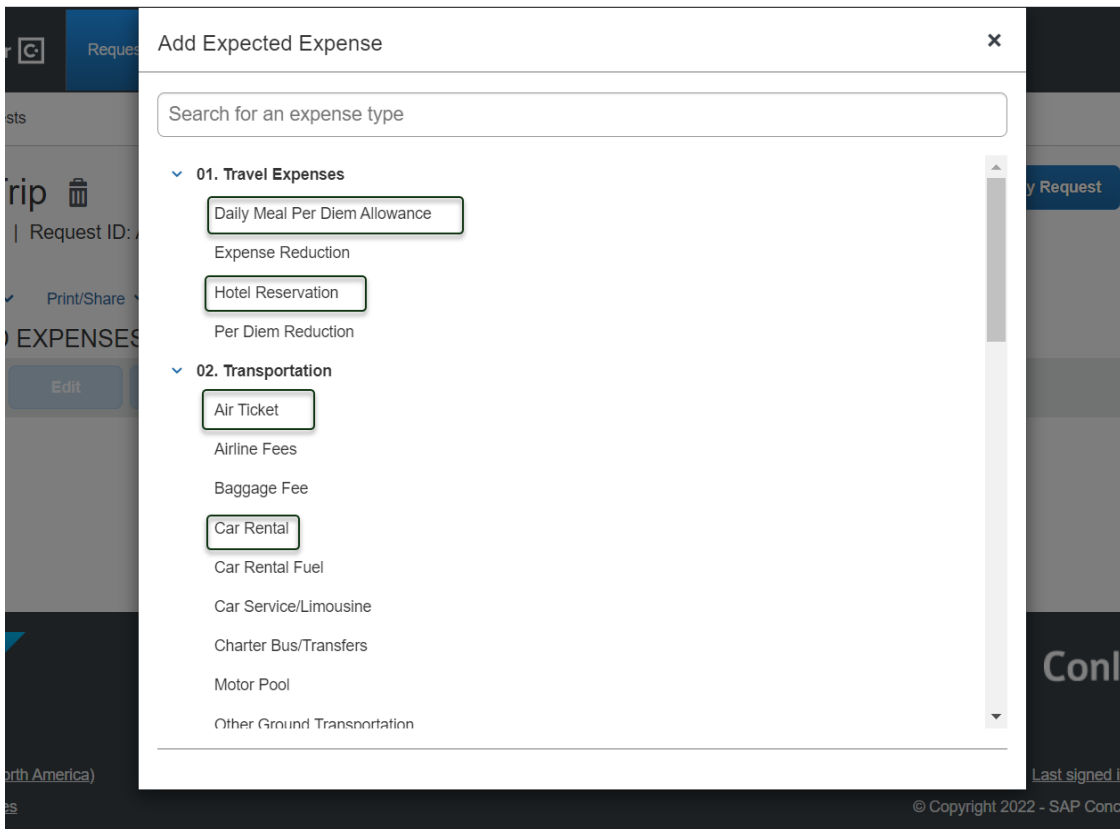
Not Submitted | Request ID: AJVJ


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

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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. At the top, there are navigation tabs for 'Requests', 'Travel', and 'Expense'. The user is logged in as 'Never, William'. The main heading is 'Student Employee Request' with a trash icon. Below the heading, it says 'Not Submitted | Request ID: AJVJ'. There are two buttons: 'Copy Request' and 'Submit Request'. Underneath, there are dropdown menus for 'Request Details', 'Print/Share', and 'Attachments'. The 'Attachments' dropdown is open, showing 'Attach Documents' as the selected option. Below this, there are 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 large red plus sign (+) in the center. Below the plus sign, the text reads 'Upload and Attach' in red, followed by '5MB limit per file' in a smaller font. A mouse cursor is pointing at the text. At the bottom right of the dialog, there is a blue button labeled 'Close'.

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

This screenshot is similar to the first one, showing the 'Student Employee Request' page. The 'Attachments' dropdown menu is open, and a blue folder icon is visible next to the 'Attachments' label, indicating that a file has been successfully uploaded. The rest of the interface, including the 'Copy Request' and 'Submit Request' buttons, remains the same.

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

SAP Concur Requests Travel Expense Help  
 Acting as Never, William

Manage Requests

Student Employee Request \$1,355.50

Not Submitted | Request ID: AJVJ

Copy Request Submit Request

Request Details Print/Share Attachments

**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"/>	Air Ticket	Detroit (DTW) - Nashville (BNA) : Round Trip	09/19/2022	\$400.00	\$400.00
<input type="checkbox"/>	Daily Meal Per Diem Allowance	Nashville, Tennessee	09/19/2022	\$355.50	\$355.50
					<b>\$1,355.50</b>

SAP Conlin Travel

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**

Request is in **Submitted** status.

**SUBMITTED** 09/19/2022

**Student Employee Request**

\$1,355.50

Pending External Validation