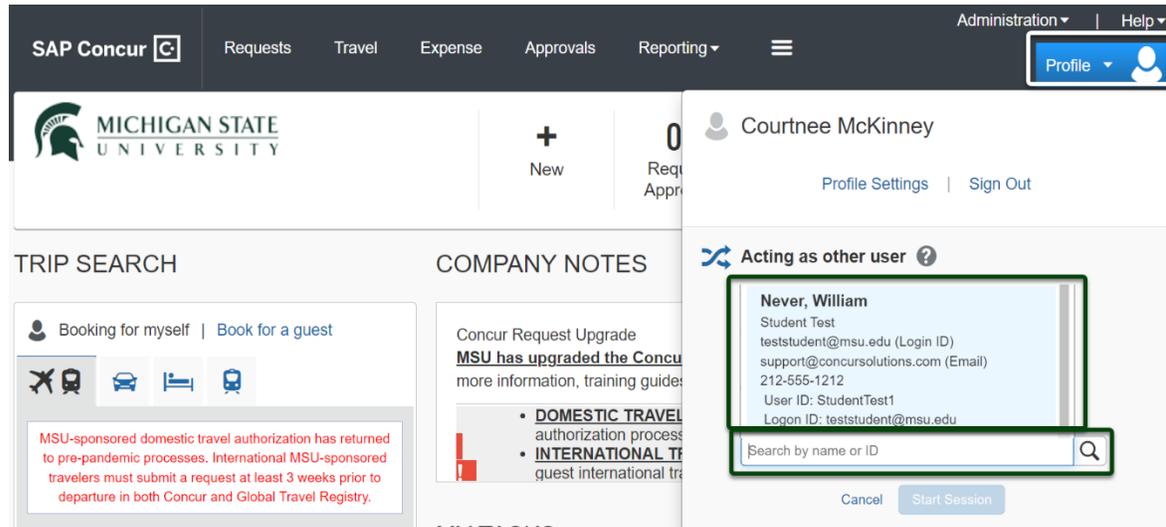


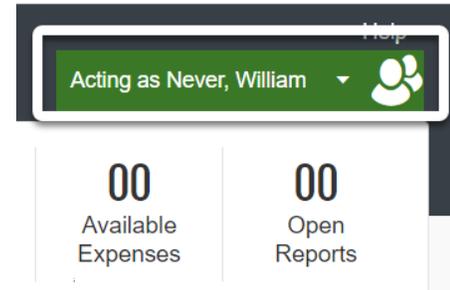
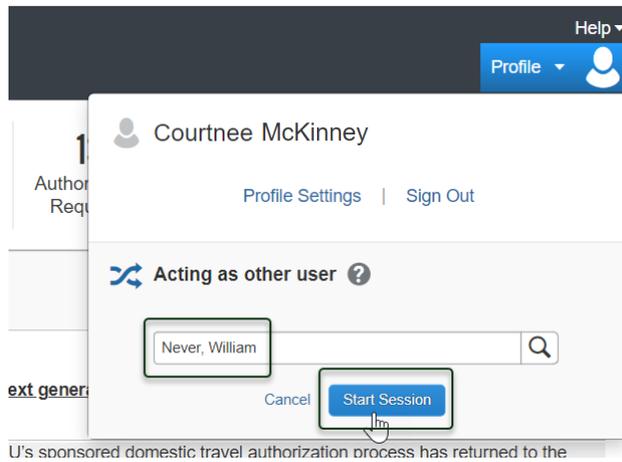
Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a Student Employee.

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

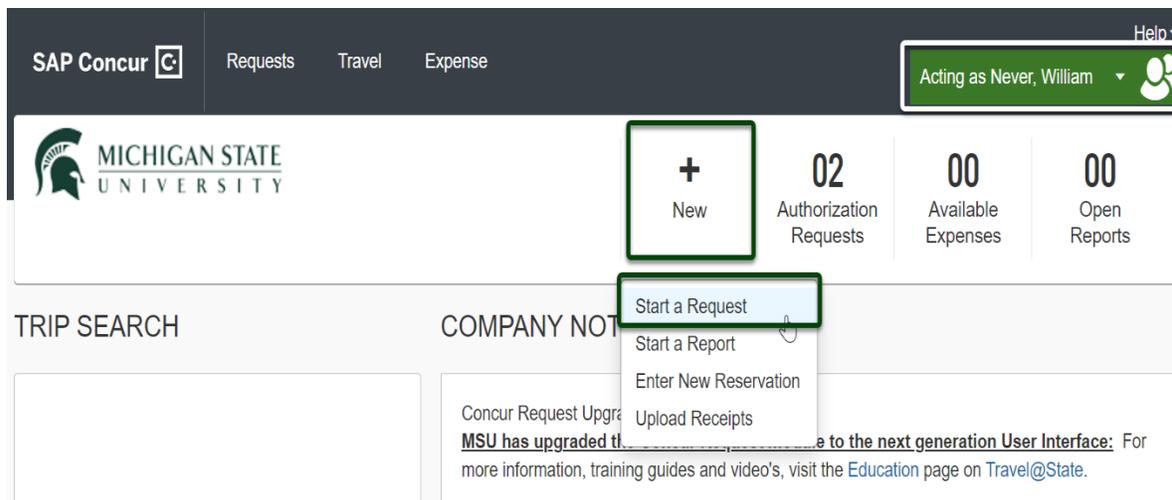


2. Select the Student Employee's name from pull-down list. Select **Start Session**.

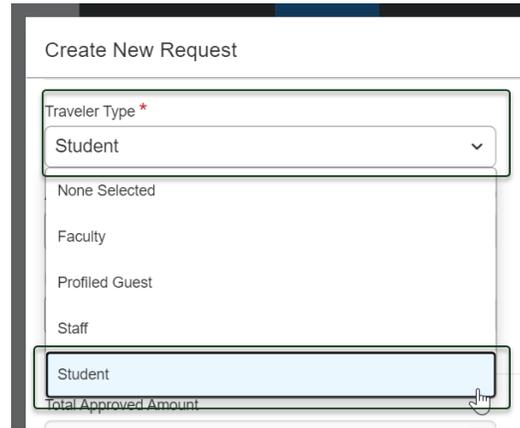
NOTE: User Bar should display Student Employee's Name.



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, **Student** must be selected.



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.

A screenshot of the 'Create New Request' form. The form is titled 'Create New Request' and has a close button (X) in the top right corner. The form contains several fields, many of which are required (indicated by a red asterisk). The fields are: Request Policy (Profiled 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), SubObject (Search by Code), Project (Search by Code), and Org Ref ID. The 'Total Approved Amount' field is empty. The 'Comments To/From Approvers/Processors' field contains the text 'Student Employee Request'. At the bottom right, there are 'Cancel' and 'Create Request' buttons.

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 Student Employee expenses.

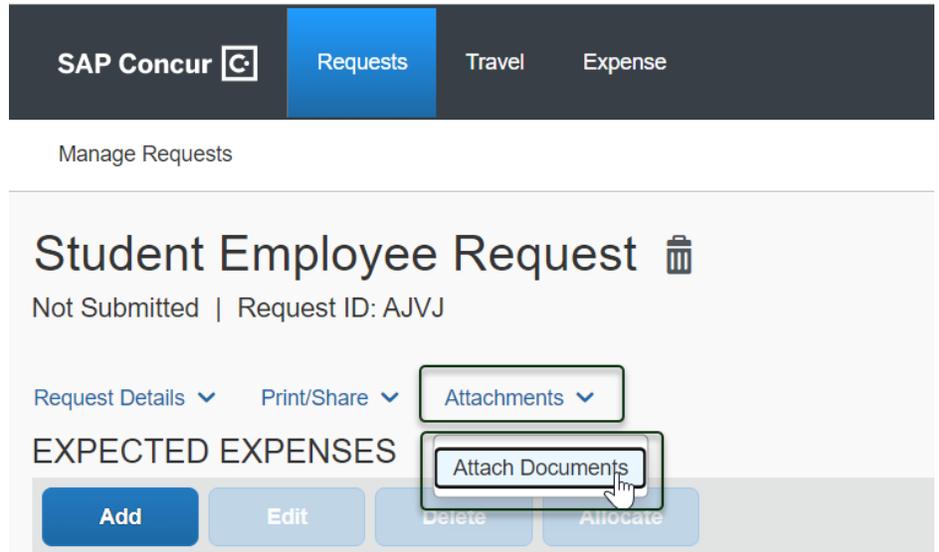
The screenshot shows the SAP Concur interface for a 'Student Employee Request'. At the top, there are navigation tabs for 'Requests', 'Travel', and 'Expense'. Below the navigation, the page title is 'Student Employee Request' with a trash icon. The status is 'Not Submitted' and the Request ID is 'AJVJ'. There are three dropdown menus: 'Request Details', 'Print/Share', and 'Attachments'. The 'EXPECTED EXPENSES' section is highlighted with a red box. Below this section, there are four buttons: 'Add', 'Edit', 'Delete', and 'Allocate'. The 'Add' button is also highlighted with a red box and has a mouse cursor pointing to it.

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*.

The screenshot shows the 'Add Expected Expense' dialog box. At the top, there is a search bar with the placeholder text 'Search for an expense type'. Below the search bar, there are two main categories of expense types:

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

8. You can add 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.



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



10. When you have completed your Student Employee **Expected Expenses** and your request is ready, select **Submit Request**.

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
				<b>\$1,355.50</b>

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/comp/mbp70EBS.aspx>)

Cancel
Accept & Continue

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

**SUBMITTED**
09/19/2022

**Student Employee Request**

\$1,355.50

Pending External Validation