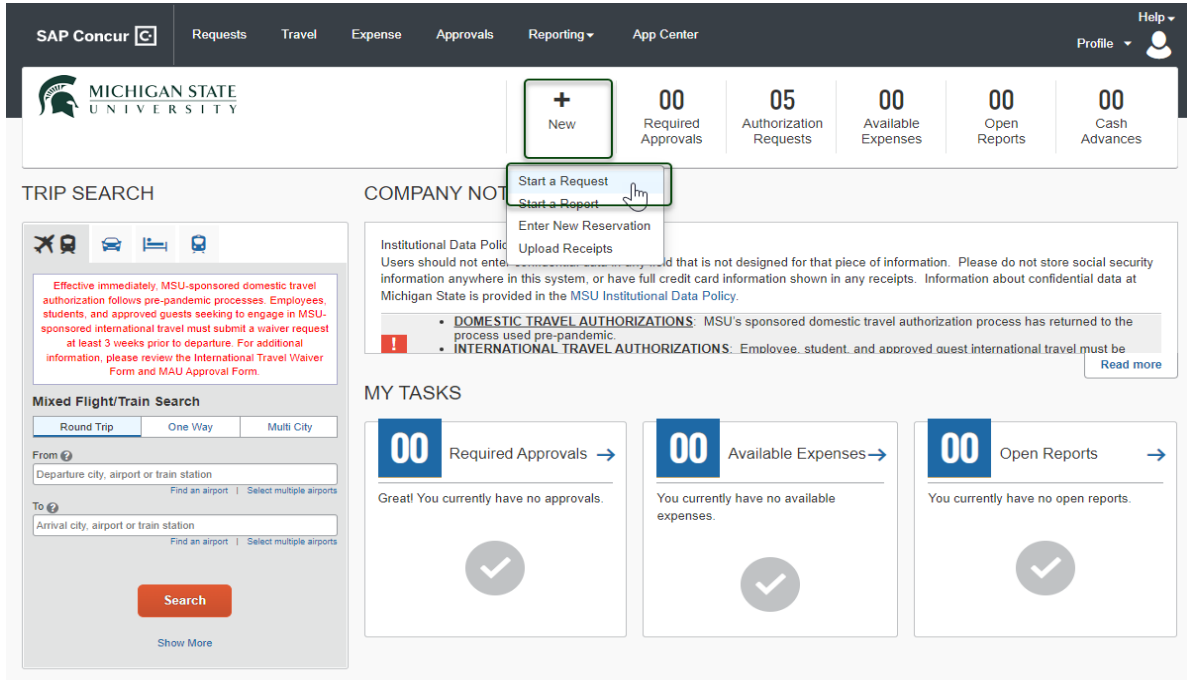


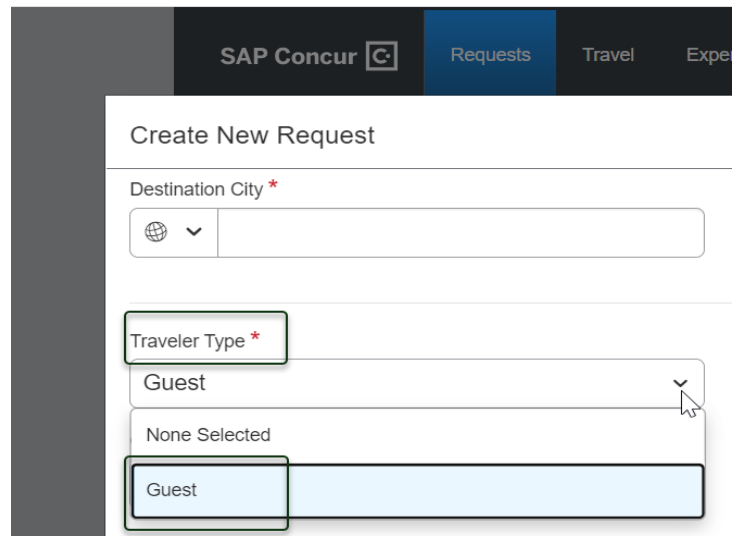
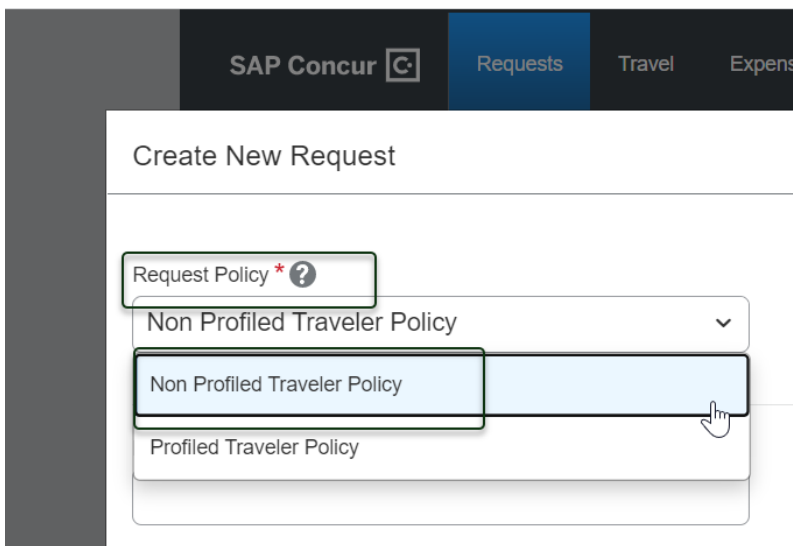
## How to Create and Submit a Non-Employee Student Travel Request

Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a non-employee student, including **Undergraduate** and **Graduate Students**.

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, in the **Request Policy** field, select **Non-Profiled Traveler Policy**. In the **Traveler Type** field, **Guest** must be selected so that the Student Non-Employee is reimbursed when the expense report is created, rather than the person that created the Request.



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, and the name of the person preparing the Non-Employee Student Request will show in the **General Ledger Encumbrance**. Select **Create Request** once you are done filling in the required information.

Create New Request

Request Policy \*  
Non Profiled Traveler Policy

Request/Trip Name \*  
Guest Trip

Request/Trip Start Date \*  
09/19/2022

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

Request/Trip Purpose \*  
Team

Secondary Trip Purpose  
None Selected

Trip Description \*  
Guest Trip

Destination City \*  
US Nashville, Tennessee

Destination Country \*  
UNITED STATES (US)

Does this trip include personal travel? \*  
No

Traveler Type \*  
Guest

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

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

Guest First Name \*  
Martha

Guest Last Name \*  
Never

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

Cancel Create Request

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

Manage Requests

Guest Trip

Not Submitted | Request ID: AJUW

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

Add expected expense

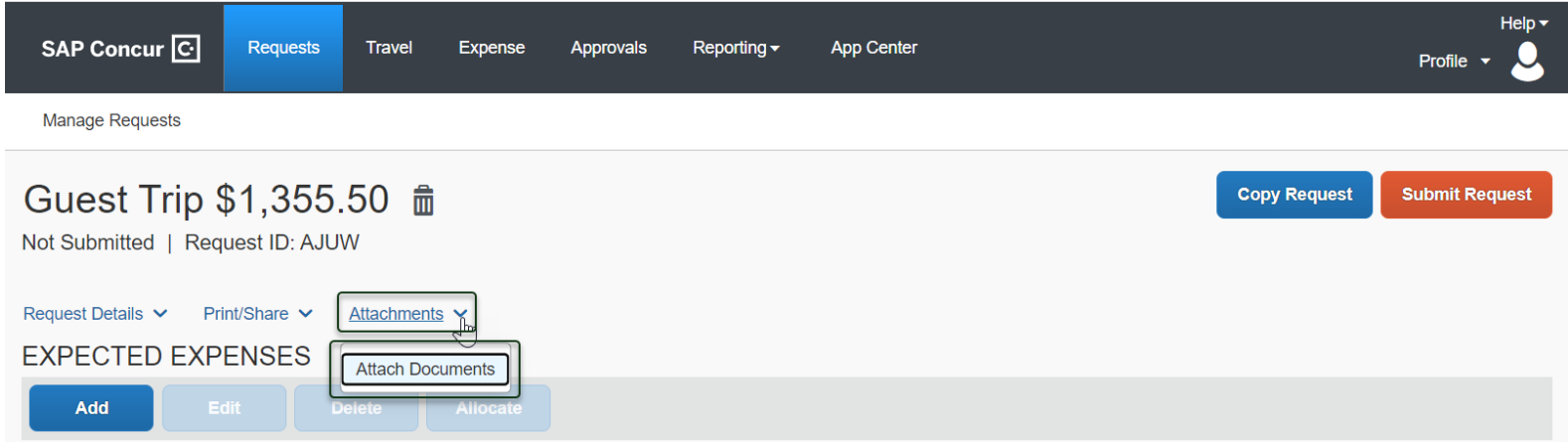
Add Expected Expense

Search for an expense type

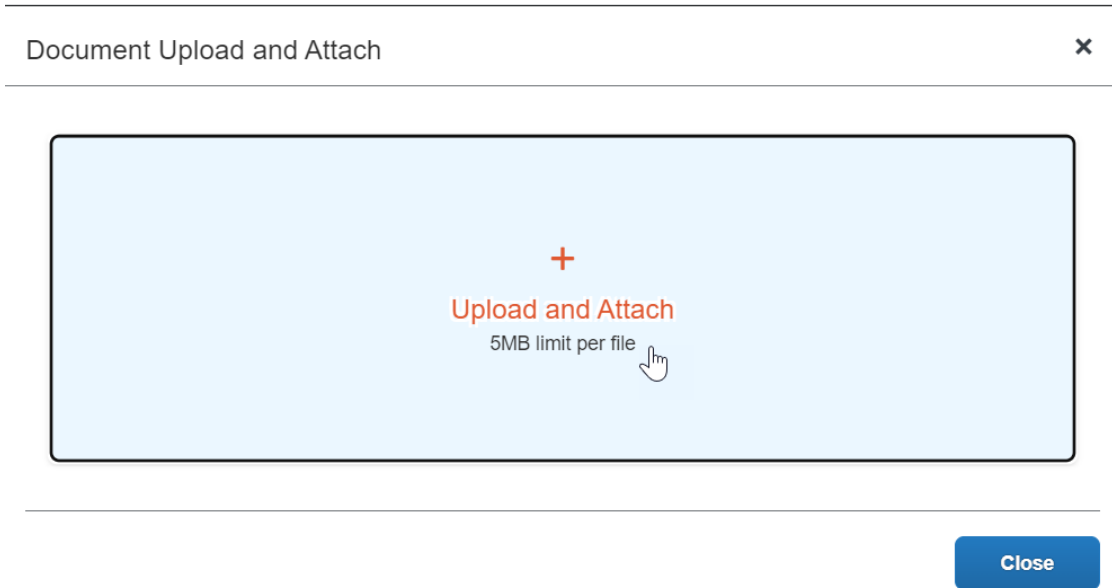
- 01. Travel Expenses
  - Daily Meal Per Diem Allowance
  - Expense Reduction
  - Hotel Reservation
  - Per Diem Reduction
- 02. Transportation
  - Air Ticket
  - Airline Fees
  - Baggage Fee
  - Car Rental
  - Car Rental Fuel
  - Car Service/Limousine
  - Charter Bus/Transfers
  - Motor Pool
  - Other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

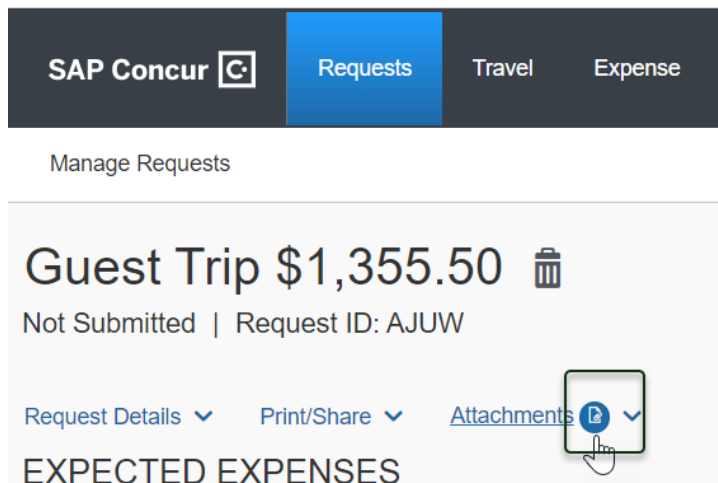


The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right. Below the navigation bar, the page title is 'Manage Requests'. The main content area 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 with the 'Attachments' dropdown menu open. The dropdown menu is highlighted with a blue border and contains a blue folder icon. The main content area shows '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 your Non-Employee Student **Expected Expenses** and your request is ready, select **Submit Request**, then **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
					<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**
09/15/2022

**Guest Martha Never Trip**

\$2,552.50

Pending Fiscal Officer Approval