

Student Employee: Travel Requests and Expense reports can be initiated by the student employee but, airline tickets must be booked by a faculty/staff member on behalf of the student using the **“Book for a guest” feature**.

Student non-employee: Students that are non-employees cannot use Concur Request, Travel or Expense. These activities must be done by a faculty/staff member that has the **“Book for a guest” role** active in their Concur session.

Request

Student Employee:

- Complete their profile, including verifying email address.
- Assign Delegate rights to the faculty/staff member managing the student employee's Request.

Either the Student Employee or the faculty/staff member can then create and submit the Request

Student Non-Employee:

- The faculty/staff member creates a new Request and selects “Non-Profiled Traveler Policy” in the Request Policy field.

Travel

Specifically, airline tickets for a student (this applies both for student employees and student non-employees), the faculty/staff member books

- After logging in to Concur, select “Book for a guest”
- Complete the necessary fields, and you will then be able to pay for it with the MSU card on file in Concur (Conlin Agency Card).

Expense

Student Employee:

- Once the charge is available in the faculty/staff member's Concur Expense “Available Expenses”, the faculty/staff member must email accounting@ctrl.msu.edu requesting to have the card transaction transferred from their profile to the student employee’s profile.
- Delegate or student employee can create and submit the expense report

Student Non-Employee:

- Delegate will create and submit the expense report on behalf of the non-employee student.
- IF a reimbursement is due the student, create an SP vendor in KFS for the non-employee student and use that SP Vendor code when creating the expense report in Concur.

	Student Employee	Student Non-Employee
Complete & Update Profile	X	
Assign Delegate to Faculty/Staff	X	
Create & Submit Request	X	
Faculty/Staff Create & Submit Request using "Book for a guest"	X	X
Faculty/Staff Books Airfare	X	X
Faculty/Staff Email accounting@ctrl.msu.edu to transfer card transactions to profile	X	
Create & Submit Expense Report	X	
Faculty/Staff Create & Submit Expense Report	X	X
Faculty/Staff Create SP Vendor in KFS		X

*If you do not have the Book for a guest role active in your profile, please email concurhelp@msu.edu requesting the role to be added to your profile.

