**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.

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Creating a Request for a Student

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

1. Select **Profile Settings**
   - Go to *Request Delegates* under *Request Settings*.
2. Select **Add** and enter the Employee Name, Email Address, or Login ID of the desired delegate.
3. Select the individual's name from the pull-down menu and select **Save**.

Exhibit 1

4. Either the student employee or the Faculty/Staff member can then create and submit the Request. Create the new Request, in the Request Policy field, select **Profiled Traveler Policy**.

Exhibit 2

5. In the Traveler Type field, select **Student**.

Exhibit 3
**Student Non-Employee:**

- A faculty/staff member has to be the one to create a new Request. Select **Non-Profiled Traveler Policy** in the Request Policy field.

- Select **Guest** in the Traveler Type field.
Managing Student Travel in Concur: Requests, Travel, & Expense

Booking Travel for a Student

Specifically, airline tickets for a student (this applies both for student employees and student non-employees) a faculty/staff member needs to be the one to book.

- After logging in to Concur, select **Book for a Guest** if you are a faculty/staff member booking on behalf of a student.
- Select **Book for Myself** if you are a student employee booking a car rental and/or hotel reservation.
- Select the **Air/Rail, Car, and/or Hotel** tab and complete the necessary fields.
- After booking, you will then be able to pay for it with the MSU card on file in Concur (Conlin Agency Card).

NOTE: 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.

Exhibit 6
Managing Student Travel in Concur: Requests, Travel, & Expense

Creating an Expense Report for a Student

**Student Employee:**
- Once the charge is available in the faculty/staff member's Concur Expense Available Expenses, the faculty/staff member must email accounting@ctlr.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 to 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 and Student Non-Employee Permissions Chart**

<table>
<thead>
<tr>
<th>Action</th>
<th>Student Employee</th>
<th>Student Non-Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete &amp; Update Profile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assign Delegate to Faculty/Staff</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Create &amp; Submit Request</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Create &amp; Submit Request using “Book for a guest”</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Books Airfare</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Email <a href="mailto:accounting@ctlr.msu.edu">accounting@ctlr.msu.edu</a> to transfer card transactions to profile</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Create &amp; Submit Expense Report</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Create &amp; Submit Expense Report</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Create SP Vendor in KFS</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>