

Managing MSU Agency Card Transactions

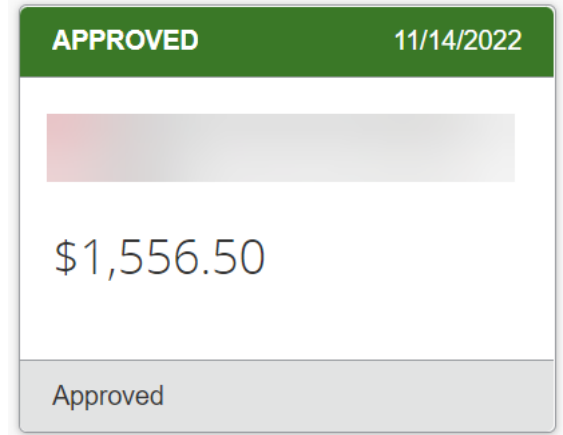
All **MSU Agency Card** charges must be reconciled on an **Expense Report**, even if you have two charges that net to zero dollars. **Expense Reports** require an *approved* Request to be submitted.

NOTE: If the trip was cancelled, Concur does allow an approved Request that has been cancelled to be used as well. If the Request was cancelled before it was approved, you will be unable to use this Request for an Expense Report. Cancellation of travel plans will still require you to reconcile your MSU Agency Card charges on an Expense Report.

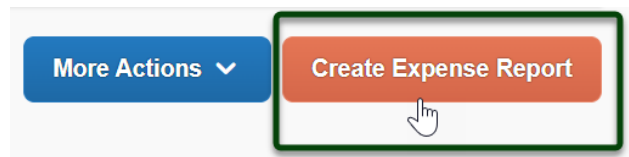
Reconciling MSU Agency Card (Direct Billed Airfare/Rail) Charges

1. You will need an **Approved Request** before moving forward with the **Expense Report**.

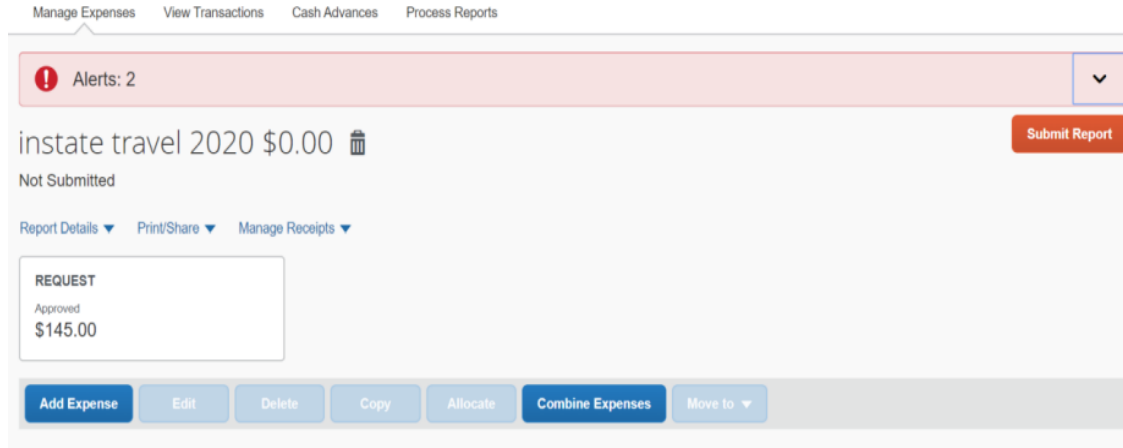
If the **Request** is *not approved*, open the **Request**, complete any outstanding information, and submit. You will have to wait until your **Request** has been *fully approved* to continue.



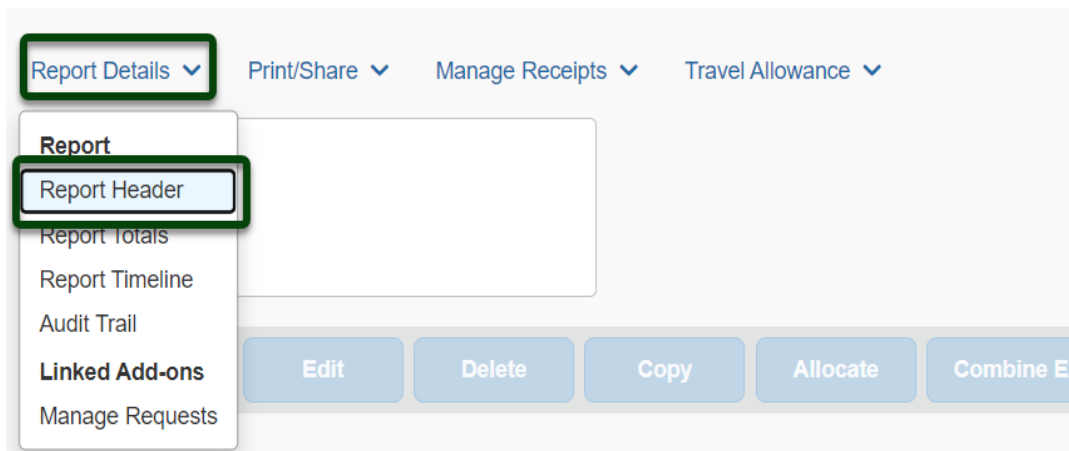
2. Start at the **Concur Homepage**, to locate the **Request** which the airfare/rail needs to be reported, click **Create Expense Report**.



3. Complete **Expense Report**.



4. Click **Report Details** pull-down tab to access **Report Header**.



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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.*

Report/Trip Name * instate travel	Report/Trip Start Date * 12/12/2022	Report/Trip End Date * 12/14/2022
Primary Report/Trip Purpose * Team	Secondary Trip Purpose ? None Selected	Trip Description * ? Testing
Does this trip include personal travel? No	Were MSU students part of this trip? * ? No	
Traveler Type Staff	Are there shared expenses with another traveler? * No	Special Payment Needs ? None Selected
Report Id ED1B34B65EF34D0AA818	Account * (XC100049) Travel Agency Card Clearing	Subaccount Search by Code
Object Code * Out of State (CONUS/OCONUS)	SubObject Search by Code	Project Search by Code
ORG Ref ID		
Report Currency US, Dollar	Approval Status Not Submitted	Report Total 1397.5
Personal Expenses 0	Amount Not Approved 0	Amount Approved 1397.5
Amount University Paid 0	Amount Due University 0	Amount Due User 0
Amount Due University Card 0	Total Amount Claimed 1397.5	
Comments To/From Approvers/Processors		

6. Select **Save** once you are done filling in the required information.

7. Select **Add Expense**.

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate

Alerts ↑↓ Receipt ↑↓ Payment Type ↑↓ Expense Type ↑↓

8. Within the **Available Expenses**, check the box to select **MSU Agency Card** transactions and click **Add to Report**.

6 Available Expenses + Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	MSU Agency Card	Airfare	Delta Detroit Wayne County	01/27/2020	\$408.00
<input type="checkbox"/>	MSU Agency Card	Airfare	Delta Ann Arbor, Michigan	01/27/2020	\$406.27
<input type="checkbox"/>	MSU Agency Card	Airfare	Delta Ann Arbor, Michigan	01/28/2020	\$329.84
<input type="checkbox"/>	Out of Pocket	Business Meetings - Food & Beverage (6212)	EJECUTVA	03/08/2020	MXN 300.00

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9. Click on the **Airfare**, make sure all the information is correct and that the **Receipt** is attached.

E-Receipt, Corporate Card, and Reservation should be visible at the top. This means the receipt has been attached, and you can click on it for more details.

10. Save all Expenses that have been added.

11. Within the **Report Details**, click on **Report Totals** to see the total *MSU Agency Card* payment.

Category	Amount
Company Payments (Employee)	\$121.13
Employee Payments (Company)	\$0.00
Amount Total	\$1,223.41
Due Employee	\$121.13
Owed Company	\$0.00
Amount Due (MSU Travel Card)	\$688.33
Amount Due (MSU Agency Card)	\$413.95
Approved Amount	\$1,223.41
Total Paid By Company	\$1,223.41
Total Owed By Employee	\$0.00

12. Once you have verified all information is correct, click **Submit Report**.

Prepaid Airfare/Rail (Direct Bill Airfare/Rail)

Following applies for all prepaid airfare/rail once your College/MAU is live on Concur Request and Expense. Agency service fees are no longer applicable.

Faculty/Staff:

1. Booking Travel:

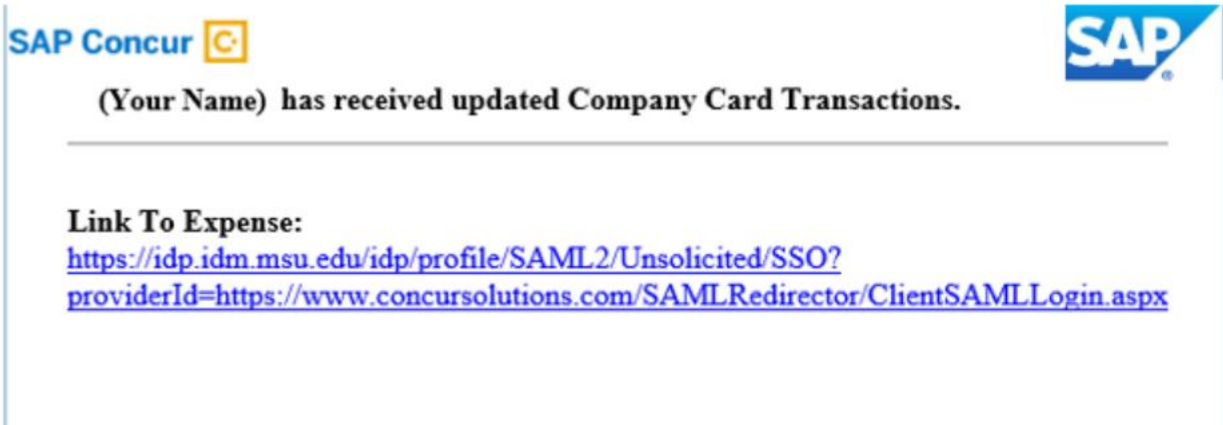
a. Online: Traveler's name on the booked airfare/rail will be assigned based on the profile in use. If you are trying to book airfare/rail on behalf of another MSU employee, the traveler must select you as a Travel Assistant/Arranger. You will then use the Profile area to "Act on Behalf of" that traveler to book prepaid airfare/rail.

b. Preferred Travel Agency: Call for an agent to assist with booking prepaid airfare/rail. The agent will pull the traveler information based on the Concur Profile of the traveler. The caller must be an Assistant/Arranger if not the traveler.

2. Reconciling Prepaid Airfare/Rail Charges:

a. Upon purchase of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Travelers' Expense tab under Available Expenses notated as "Out of Pocket" Payment Type. Do not be alarmed. The charge on MSU's Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to "MSU Agency Card". Once this occurs, you are able to expense the prepaid airfare/rail charge in an Expense Report.

b. Email notification occurs when the credit card transaction has been assigned:



The screenshot shows an email notification from SAP Concur. The header includes the SAP Concur logo and the SAP logo. The main text reads: "(Your Name) has received updated Company Card Transactions." Below this is a horizontal line. Underneath the line, it says "Link To Expense:" followed by a blue hyperlink: <https://idp.idm.msu.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://www.concursolutions.com/SAMLRedirector/ClientSAMLLogin.aspx>

c. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of "MSU Agency Card" to an Expense Report, it does not reimburse the traveler, as MSU paid for the transaction.

i. If the charge was made in error and is not an MSU business expense, select the "Personal/Non reimbursable" checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.

d. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

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Guests:

1. Booking Travel:

- a. Online: MSU Employees (Faculty and Staff) that have the "Book for a Guest" permission may book airfare/rail on behalf of a non MSU employee using the prepaid airfare/rail program. Traveler information will be captured while booking for the guest.
- b. Preferred Travel Agency: Call an agent to assist with booking prepaid airfare/rail. The agent will pull MSU Employee, Faculty, Staff, and Student, information based on the Concur Profile of the caller. The traveler information will be provided by the Arranger.

2. Reconciling Prepaid Airfare/rail Charges:

d. Upon reservation of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Employee's Expense tab under Available Expenses. It will appear as an "Out of Pocket" Payment Type. Do not be alarmed. The charge on MSU's Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to "MSU Agency Card". At this time, you may reconcile and allocate the prepaid airfare/rail in an Expense Report.

e. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of "MSU Agency Card" to an Expense Report, it does not reimburse the traveler, as MSU paid for this transaction.

- i. If this charge was made in error and is not an MSU business expense, select the "Personal/Non reimbursable" checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.

f. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

Below is an example of both an MSU Agency Card and an Out of Pocket (pending Agency Card auto reconciliation).

<input type="checkbox"/>	MSU Agency Card	Airfare	Delta Air Lines Ann Arbor, Michigan	08/30/2019	\$404.10
<input type="checkbox"/>	Out of Pocket	Airfare	Delta	06/27/2019	\$0.00