Motor Pool – In Requests

Michigan State University employees and student drivers must complete a Request in Concur to use a Motor Pool vehicle. Please be aware that after creating the Motor Pool Request you still must Reserve your Motor Pool vehicle.

You will start at the Concur Homepage, hover over “Quick Start” button New+ and click on Start a Request. Fill in the necessary information and required fields indicated with a (*) for your travel Request and click Create Request.
Within the **Request**, go to **Expected Expenses** and click the **Add** button. Select expense type **Motor Pool** that is found under **02. Transportation**.

(Note: Car Rental Fuel expense type and Car Rental segment do not apply to Motor Pool.)

Once you get to the **New Expense: Motor Pool** screen please make sure the information is correct and click on the **Save** button. **Note:** Motor Pool defaults to zero dollars and cannot be edited. Motor Pool will continue to bill your department through KFS.

If you chose **MSU Funding Source** in the Request Header, it can’t be submitted if Motor Pool is the only expense. An expense type with an amount of at least .01 needs to be added as an additional expense. A suggestion is to add an expense type such as “Parking” or “Tolls”. You may mark the Funding Source as **Non-MSU Funds** if you do not need the Request to route to a Fiscal Officer and will not need to encumber funds.
Below you will see the **Motor Pool** expense was created and your **4-digit Request ID** was assigned.

You still must reserve your **Motor Pool vehicle**. University employees and students may reserve a vehicle either by telephone **517-353-5280** or by submitting a **Service Request**. Vehicles may not be picked up if a reservation has not been made directly through Motor Pool. When reserving the vehicle, you will need to provide the **4-digit ID** assigned to your Request in Concur.

**Student Requirements:**

The **Student Driving Record Check** is required. Use the pulldown to select the appropriate answer. When students will be using Motor Pool, complete and submit the required **Driver Record Request** form found [here](#) to the Office of Risk Management and Insurance to verify students’ driving records. For insurance purposes, students will need a printed copy of their approved Request while driving university-owned vehicles.

**PLEASE NOTE:** When completing Requests for MSU students and unsure whether they are an employee, use KFS to verify whether they are employees. Student employees have Concur Profiles. To verify, go to KFS> Administration, and under Identity, select Person to look up students. If present in KFS, they are employees of MSU. If completing for a student who is not an MSU employee, use the “non-profiled traveler” policy when you begin the Request.

For additional information on Request, please click [here](#).

For instructions on how to prepare an Event Request for blanket instate travel, please click [here](#).