

## 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 <u>approved</u> Request to be submitted.

NOTE: If the trip was <u>cancelled</u>, Concur does allow an approved Request that has been cancelled to be used as well. If the Request was <u>cancelled</u> 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.

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

1. You will need an <u>Approved Request</u> 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 <u>fully approved</u> to continue.



Exhibit 1

2. Start at the **<u>Concur Homepage</u>** and locate the Request that the airfare/rail needs to be reported on. Select **Create Expense Report**.







# **Managing MSU Agency Card Transactions**

	Create New Report								~
4. Fill in the	Policy * *MSU-Profiled Traveler Expense Policy	~	]						*
necessary	Report/Trip Name *		Report/Trip Start Date *		Report/Trip End Date *		Primary Report/Trip Purpose *	- 1	i
information	Test		04/01/2024	Ħ	04/05/2024	₿	Administrative	~	
	Secondary Trip Purpose 🕢		Trip Description * 🕖 4	4/500	Does this trip include personal travel?		Were MSU students part of this trip? * 🚱		
and required	None Selected	~	Test		No	~	No	~	
fields				~					
indicated with	Traveler Type		Are there shared expenses with another traveler? *		Special Payment Needs 🕢		Account *	2	
	Staff		No	~	None Selected	~	(XT022906) UNIVERSITY TRAVEL PROGRAM X	< <b>~</b>	
a (*). Enter	Subaccount	3	Object Code * Out of State (CONUS)		SubObject	~	Project	×	
anv additional	ORG. Ref ID	-		-		-		-	
information									
inionnation			-						
you would	Report Total								
like to share									
with the	Comments To/From Approvers/Processors							0/500	
Approver in								11	
the									
Comments	Travel Allowance Does your trin include travel ner diams for meals/induine?								
Colline Collect	Vac I remine Travel Allowance								Ļ
field. Select							Next: Create report and add itinerary details for your trav	vel allowano	es
Save.							Can	cel Next	3
	Fubibit 1								1

Exhibit 4

### Not Submitted | Report Number: YPA68X

#### 5. Select Add Expense.



6. Within the Available Expenses, check the box to select **MSU Agency Card** transactions >**Add to Report**.

A	vailable	11 e Expenses	Create Ne	╋ ₩ Expense				
		MSU Agency Card	Corporate Card, Reservatio n, E- Receipt	Airfare	Delta Detroit Wayne County	02/06/202 4	\$457.90	
		MSU Travel Card	Corporate Card	Profession al Subscriptio ns/Dues (6545)	EVENT GBTAHQ0 01 TYSONS CORNER, Virginia	02/05/202 4	\$923.14	
	$\cap$	MSU Travel	Corporate	Hotal	VENETIAN/ PALAZZO	02/02/202	¢204.00 Add	 I To Rep



# **Managing MSU Agency Card Transactions**

7. Select **Airfare**. Make sure all the information is correct and that the Receipt is attached.

NOTE: *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.

	_		Cancel Delete Expense Save Expense
02/06/2024 Delta Air Lines E-Receipt, Corporate Card, Reser	vation		Not Burder 1
Details Itemizations			Hide Receipt (ij)
🕼 Allocate		Ree	ceipt
		* Required field	Receipt E-Receipt
Expense Type *			
Airfare		× •	QQ
Transaction Date	Additional Information		
02/06/2024			
Ticket Number	Vendor 🚱		
0068097349822	Delta Air Lines	× •	
Enter Vendor Name	Destination City *	N III	
Deta	Detroit, Michigan	× •	
Payment Type	vmount		
MSD Agency Card	457.90		
Urrency US Dollar (USD)	Parronal/Non Peimhurahla		
65, 56ka (655)			
Comment		00010	
		11	
			[]] Open
		_	
Save Expense Save and Add Another Cancel			

Exhibit 7

8. Save all Expenses that have been added.

9. Within the Report Details, select **Report Totals** to see the total *MSU Agency Card* payment.

SA	Concu	Ir Expens	e 🗸						_
Ma	nage Expen	ses Card T	ransactions		Report Totals				<u>×</u>
Home / E	erts: 38	inage Expenses	/ Test Reques	.95	Company Payments \$1,271.05 Employee Employee Payments \$0.00		\$457.90 MSU Agency Card		
Report	Details 🗸		Manage Re	eceipts 🗸 🛛 Travel Allo	40.00 Company				
Add E	xpense	Edit Delete	Сору	Llocate Combine E	Amount Total: \$1,728.95	Due Employee: \$1,271.05	Owe \$0.0	d Company: 0	
	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑		Amount Due (MSU	Agency		e↓F
Ο				MSU Agency Card		Card): \$457.90			06/2024
	8	F		Out of Pocket	Requested Amount: \$1,728.95	Total Paid By Com \$1,728.95	npany: Tota \$0.0	l Owed By Employee: 0	04/2023
0	8			Out of Pocket		1	I	Clo	01/2023
Exhib	it 8				_				

10. Once you have verified	Test R Not Submitte	equest \$1	<b>L,728</b> <sup>5917K7</sup>	.95				Delete Report	Copy Report	Submi	it Report
all information is correct, select <b>Submit Report</b> .	REQUEST Approved \$2.00										
	Report Detail:	s 🗸 Print/Share 🗸	Manage Re	eceipts 🗸 👘 Travel Allowan	ice 🎔				View A	vailable Re	rceipts 🗐
	Add Expens	e Edit Delete	Copy 4	llocate Combine Expen	ises Move to 🗸			View	Standard		~
	Aler	ts↓↑ Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓≓	Amount↓î	Requested↓↑		× ^
	0			MSU Agency Card	Airfare Reservation	Delta Air Lines Detroit, Michigan	02/06/2024	\$457.90	\$457.90		



### Prepaid Airfare/Rail (Direct Bill Airfare/Rail)

The 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:

## SAP Concur 🖸



#### Link To Expense:

https://idp.idm.msu.edu/idp/profile/SAML2/Unsolicited/SSO? providerId=https://www.concursolutions.com/SAMLRedirector/ClientSAMLLogin.aspx

Exhibit 10

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.



#### **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.

Exhibit 11 is an example of both an MSU Agency Card and an Out of Pocket (pending Agency Card auto reconciliation).

Out of Pocket Airfare Delta 06/27/2019 \$0.00	MSU Agency Card	Airfare	Delta Air Lines Ann Arbor, Michigan	08/30/2019	\$404.10
	Out of Pocket	Airfare	Delta	06/27/2019	\$0.00