

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.

Table of Contents

Creating a Request for a Student 2

Booking Travel for a Student 4

Creating an Expense Report for a Student 5

Student Employee and Student Non-Employee Permissions Chart 5

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**

>**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.

Create New Request

Request Policy * ?
Non Profiled Traveler Policy

Request/Trip Name * ?
Request/Trip Start Date *
MM/DD/YYYY

Request/Trip Purpose *
None Selected

Secondary Trip Purpose
None Selected

Exhibit 4

- Select **Guest** in the Traveler Type field.

Create New Request

Traveler Type *
Guest

Trip Type *
None Selected

Guest First Name * ?
Guest Last Name * ?

Account 2
Search by Code

Subaccount 3

Project
Search by Code

Org Ref ID ?

Exhibit 5

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.

TRIP SEARCH

Booking for myself | **Book for a guest**

Air/Rail | Car | Hotel

MSU-sponsored domestic travel authorization has returned to pre-pandemic processes. International MSU-sponsored travelers must submit a request at least 3 weeks prior to departure in both Concur and Global Travel Registry.

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From ?
 Departure city, airport or train station
Find an airport | Select multiple airports

To ?
 Arrival city, airport or train station
Find an airport | Select multiple airports

Search

[Show More](#)

Exhibit 6

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@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 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

	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