TRAVEL®STATE How to Create and Submit an Event/Group Travel Request

Michigan State University employees can submit an **Event Travel Authorization Request** in MSU's Concur system with your requested trip expenses and distribute it (also called **Bursting**) to multiple MSU employees. An **Event Travel Request** allows 1 Request to be used by multiple travelers. Typical reasons to create an **Event Travel Request** include preparing requests for multiple travelers all attending the same conference or going to the same destination.

1. Start at the <u>Con</u> > Requests .	<u>cur Homepage</u> ,	select Home	Home V Home Home Home Home Home Home Home Home	
 Select Create N Create New Events Fill in the 	ew Request ent Request.	View Active Request	sts V (+) Create New Request V Create New Request Create New Event Request	•
necessary	Request Policy * 😡			

necessary	Resulter Policy *			* Required field
information and	Profiled Traveler Policy			
required fields				
indicated with a	Request/Trip Name * 😡	Request/Trip Start Date *	Request/Trip End Date *	8
	Request?Trin Dumnes *	Sarandari Tri Bunara		0500
(*). Enter any	None Selected	None Selected		
additional			-	4
information you	Destination City *	Destination Country *	Does this trip include personal travel? *	
iniornation you	· · · · · · · · · · · · · · · · · · ·	Search by CountryIntegron	Vone selected	
would like to	Truster Tons *	Tein Tune *	Travel Supring Source 1	
share with the	Student V	None Selected	 None Selected 	~
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field. Select	· · · · · · · · · · · · · · · · · · ·			
Create	Total Approved Amount			
	S			
Request once	Comments TaiFrom Approvers/Processors			0/500
you are done				
, filling in the				
required				
required				
information.				
			Cancel	Create Request

×

Exhibit 3

NOTE: Anything entered in the **Request/Trip Name** field, populates the Accounting String in KFS.

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4. In the Participant section, enter	Add Participants		
the names of the individuals that will	Participant		
Repeat this process to add Participants.	Type Participant's Name		
Once all participants have been added, select Save .	Delete		

Exhibit 4

NOTE: If you do not see the name you are looking for, contact <u>concurhelp@msu.edu</u>.

5. Within the Request you can now see	Delete			
Douticinonte :	Participant Name	 Request ID	Request Status	Request Amount
Participants	Test, ITAdmin (Inactive)			\$0.00
displays the individuals that were added to this Request.	Exhibit 5			

6. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your trip expenses. Select the expense types that apply. Some common expenses are *Air Ticket, Car Rental, Hotel Reservation, Motor Pool, and Daily Meal Per Diem Allowance.*

Event Request ID: MMYH Not Submitted | Event Request ID: MMYH Request Details V Print/Share V Attachments V & Participants (1) EXPECTED EXPENSES Add Delete Allocate Exhibit 6

Add expected expenses and/or travel plans	×
Search for an expense type	
✓ 01. Travel Expenses	
Daily Meal Per Diem Allowance	
Expense Reduction	
Hotel Cleaning Charge	
Hotel Reservation	
Lodging Paid for Others	
Meal Per Diem Multiple Destinations (Request)	
Per Diem Reduction	
 O2. Transportation 	
Air Ticket	
Airline Fees	
Baggage Fee	
Car Rental	
Car Rental Fuel	-
Con Constitute II internation	
Add expected expenses and/or travel plans to this request to	



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8. To add documents for an approvers review, select the Attachments dropdown menu
>Attach Documents
>Upload and Attach
>double click the file you want to upload.



Exhibit 8

NOTE: Preferred attachment formats are <u>JPEG</u> or <u>PDF</u>.



9. The red folder icon will indicate the file is uploaded for your approvers review.



10. When all Expected Expenses have been added, select **Create Request & Notify.** The Authorization Request is distributed to each Participant to modify and submit. If a delegate will be submitting on their behalf, they will delegate into each Request individually and submit. Once submitted, the Requests will then route for appropriate approvals.



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NOTE: New features in the submitted Request tile display the Request ID and the name of the individual that is pending to grant approval.



Exhibit 11