

How to Create and Submit a Guest Travel Request

Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a Guest.

1. Start at the **Concur Homepage**, hover over the "Quick Start" button **New+** and select **Start a Request**.

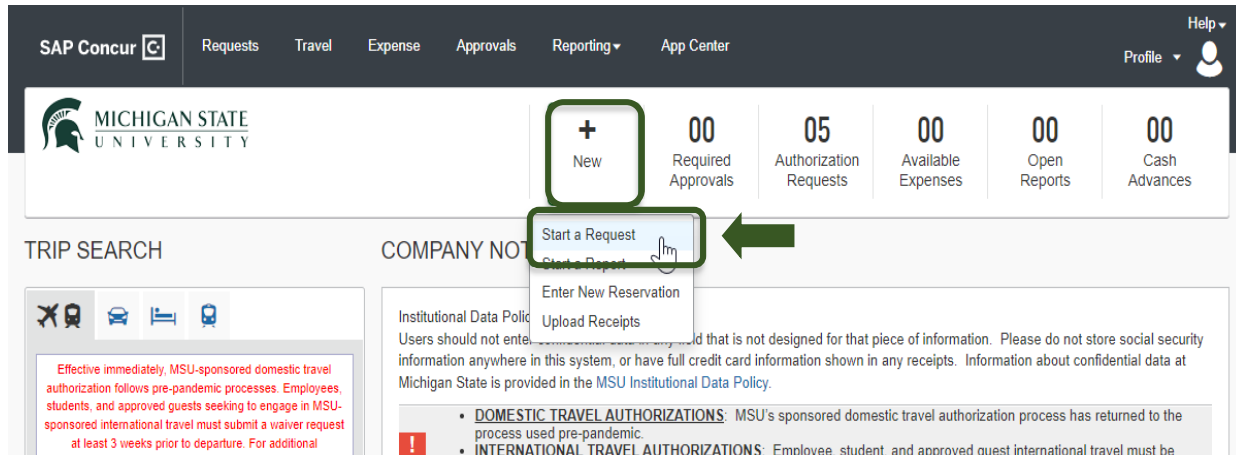


Exhibit 1

2. On the Create New Request screen, in the **Request Policy** field, select **Non-Profiled Traveler Policy**.

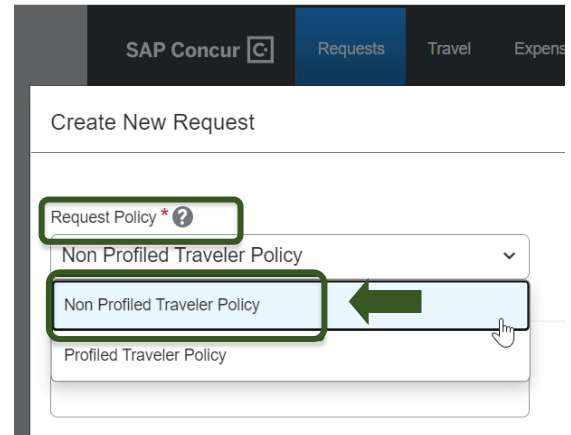


Exhibit 2

3. In the **Traveler Type** field, select **Guest**. This must be selected so the Guest is reimbursed when the Expense Report is created, rather than the person that created the Request.

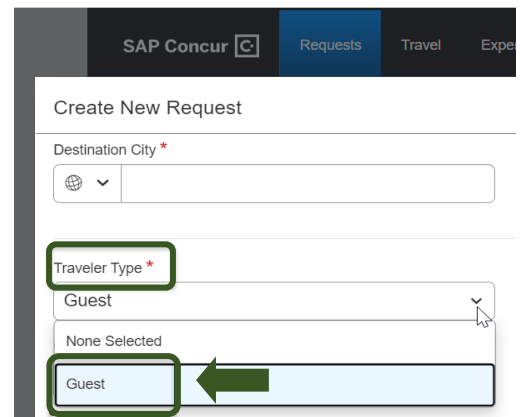


Exhibit 3

4. Fill in the necessary information and required fields indicated with a (*). Enter any additional information you would like to share with the Approver in the **Comments** field. Select **Create Request** once you are done filling in the required information.

Exhibit 4

NOTE: Information entered in the Request/Trip Name field, and the name of the person preparing the Guest Request will show in the General Ledger Encumbrance.

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

Exhibit 5

Exhibit 6

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6. 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.

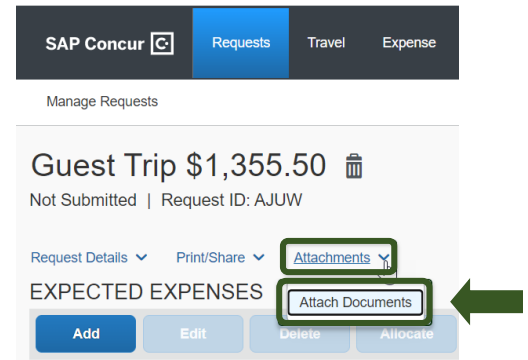


Exhibit 7

NOTE: Preferred attachment formats are JPEG or PDF.

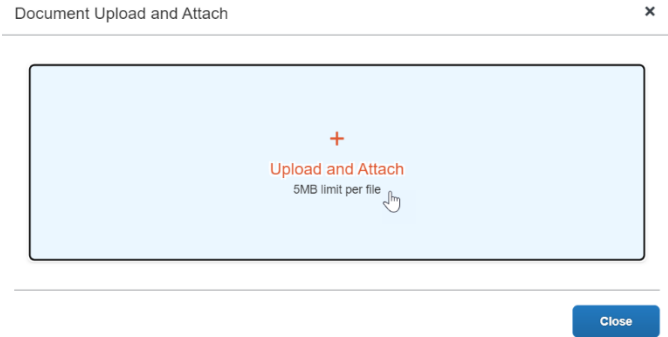


Exhibit 8

7. The blue folder icon will indicate the file is uploaded for your approvers review.

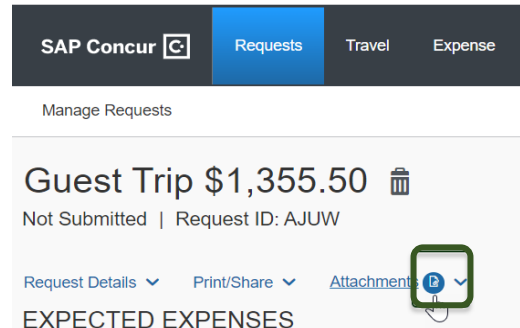


Exhibit 9

8. When you have completed all your Guest's Expected Expenses and your request is ready, select **Submit Request**.

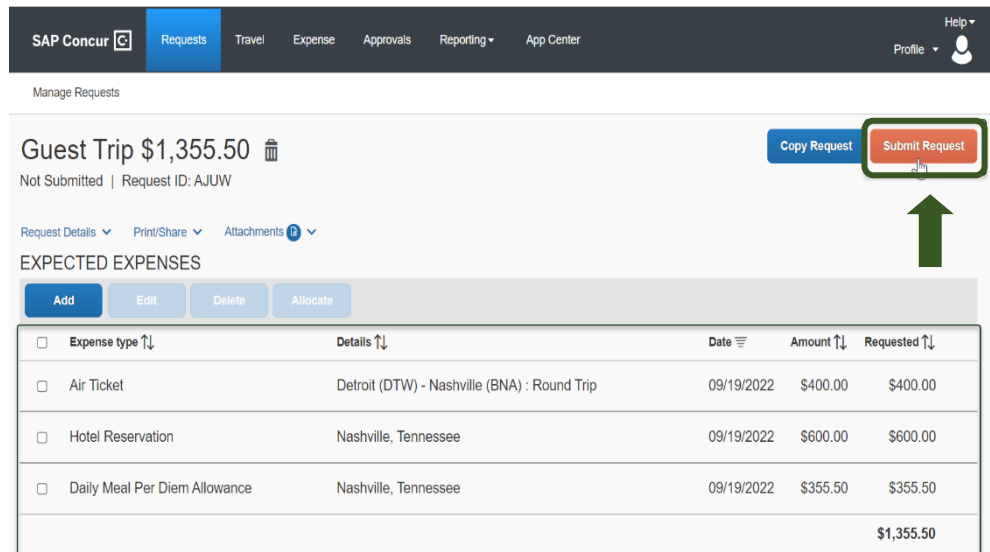


Exhibit 10

9. Select **Accept and Continue** to send the request to your approver.

Request-User Electronic Agreement ✕

By clicking on the "Accept & Submit" button, I certify that:

This is an accurate estimation of the expenses that will be incurred to accomplish official business for Michigan State University and this request is in compliance with Michigan State University's Travel and Expense policy. (<http://ctlr.msu.edu/comp/mbp70EBS.aspx>)

Cancel **Accept & Continue**

Exhibit 11

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

Manage Requests

REQUEST LIBRARY

Guest Trip
05/18/2023 **J7X6** ←

\$1,355.50

Submitted

Pending Department Approval
Lee, Lynn ←

Exhibit 12