

How to Create and Submit a Request

Michigan State University employees can submit a travel authorization request in MSU's Concur system with your requested trip expenses. Follow the below Table of Contents to manage a Travel Request in Concur.

Create a Request

1. Start at the **Concur Homepage**, hover over **+New> Start a Request**.

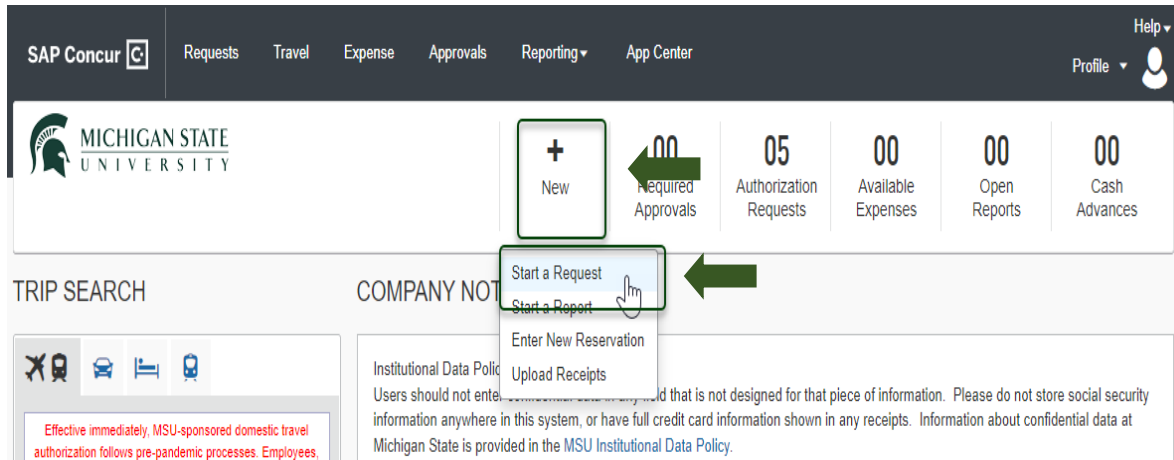


Exhibit 1

2. Enter 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.

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

Create New Request

Request Policy *
 Profiled Traveler Policy

Request/Trip Name *
 Create Request

Request/Trip Start Date *
 09/18/2022

Request/Trip End Date *
 09/23/2022

Request/Trip Purpose *
 Site Visit

Secondary Trip Purpose
 None Selected

Trip Description *
 Create Request

Destination City *
 US Nashville, Tennessee

Destination Country *
 UNITED STATES (US)

Does this trip include personal travel? *
 No

Traveler Type *
 Staff

Trip Type *
 None Selected

Travel Funding Source *
 None Selected

Account *
 [Account Name]

Subaccount *
 Search by Code

SubObject *
 Search by Code

Project *
 Search by Code

Orig Ref ID *

Total Approved Amount

Comments To/From Approver/Processors
 Comments to approver.

Cancel **Create Request**

Exhibit 2

3. In the **Expected Expenses** section, select **Add** and enter estimated amounts for each of your trip expenses.

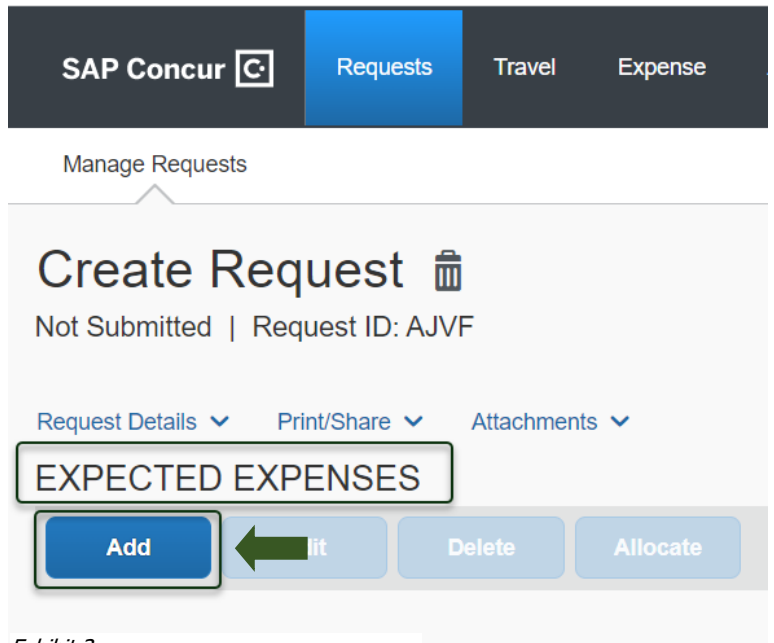


Exhibit 3

4. Select the expense types that apply. Some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, *Motor Pool*, and *Daily Meal Per Diem Allowance*.

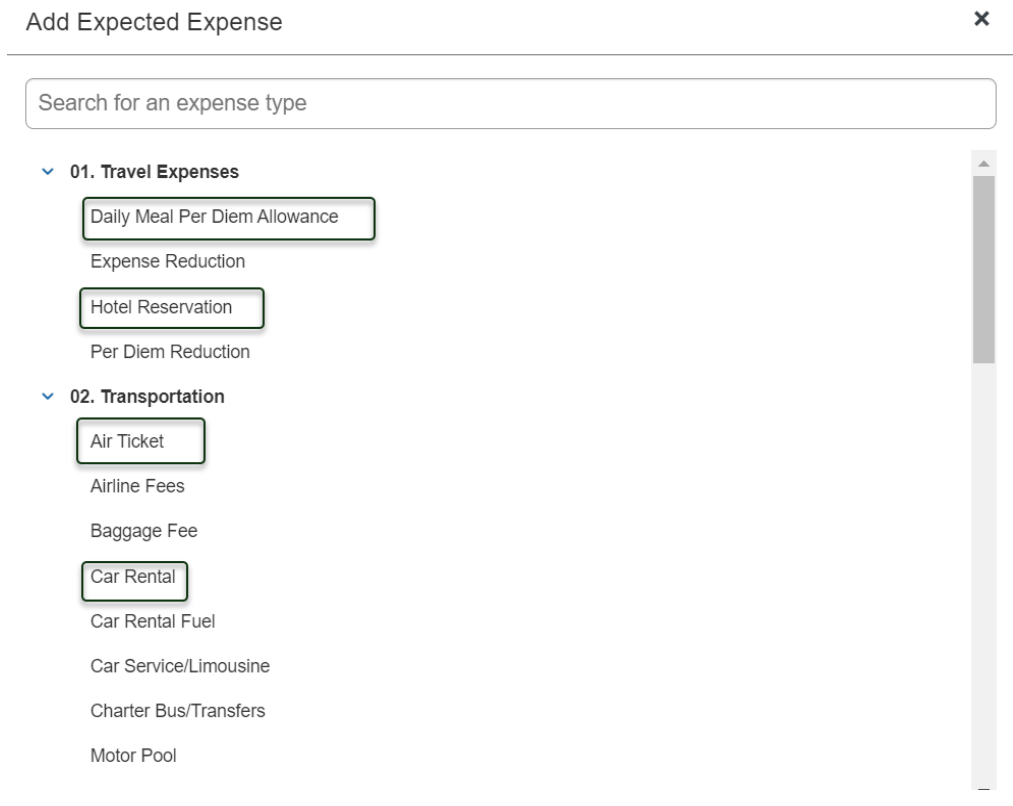


Exhibit 4

How to Create and Submit a Request

- 5. 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.

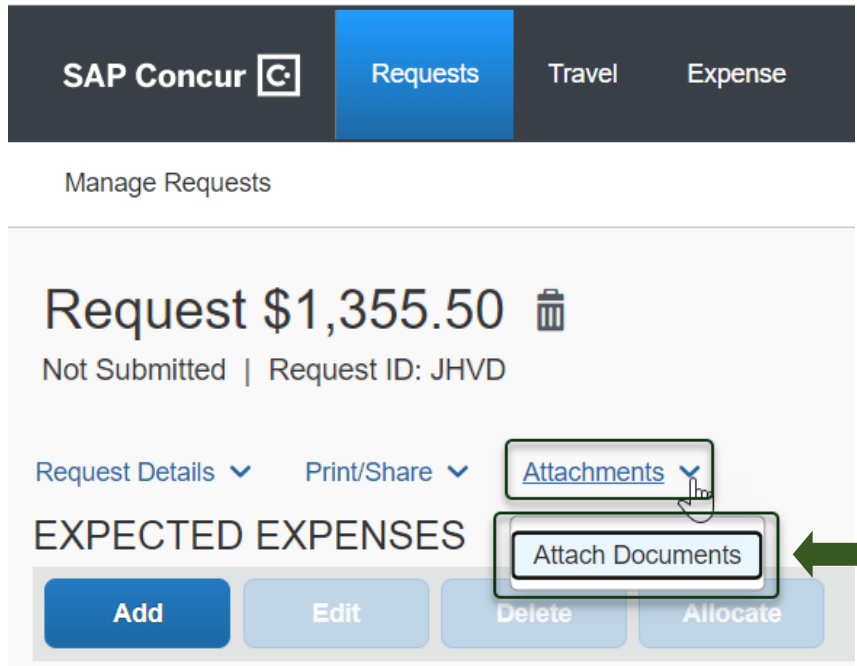


Exhibit 5

NOTE: Preferred attachment formats are JPEG or PDF.

Document Upload and Attach

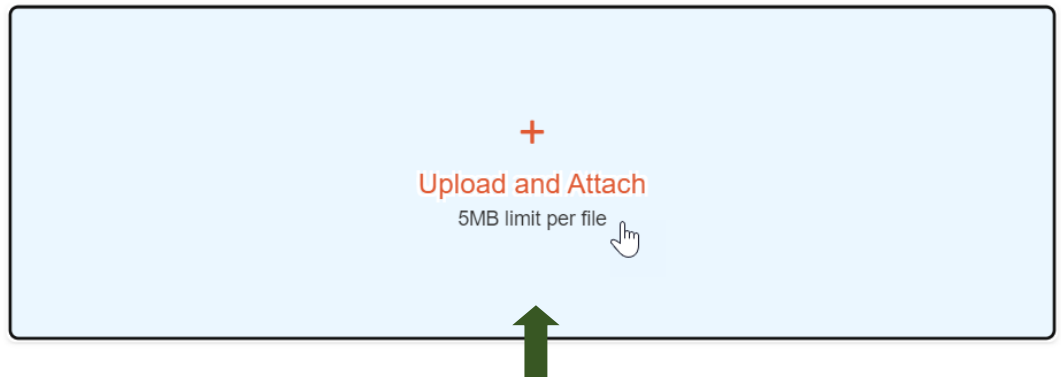


Exhibit 6

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

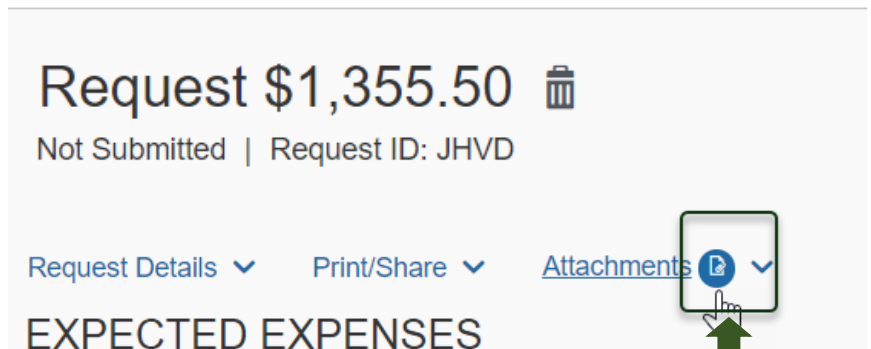


Exhibit 7

How to Create and Submit a Request

7. When you have completed all your **Expected Expenses** and your request is ready, select **Submit Request**.

Manage Requests

Request \$1,355.50

Not Submitted | Request ID: JHVD

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/> Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Air Ticket	Detroit (DTW) - Nashville (BNA) : Round Trip	09/19/2022	\$400.00	\$400.00
<input type="checkbox"/> Hotel Reservation	Nashville, Tennessee	09/19/2022	\$600.00	\$600.00
<input type="checkbox"/> Daily Meal Per Diem Allowance	Nashville, Tennessee	09/19/2022	\$355.50	\$355.50
				\$1,355.50

Exhibit 8

8. 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://ctrl.msu.edu/combp/mbp70EBS.aspx>)

Cancel

Exhibit 9

9. Your Request is in **Submitted** status.

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

Request

06/05/2023 JHVD

\$1,355.50

Submitted

Pending Department Approval
Lee, Lynn

Exhibit 10