

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

1. Start at the **Concur Homepage**, select **Profile**. Enter the Student Employee's name or NetID in **Search by Name or ID** field. If the user you are attempting to delegate for is not a listen option, please contact the user and request them to add you as a delegate.

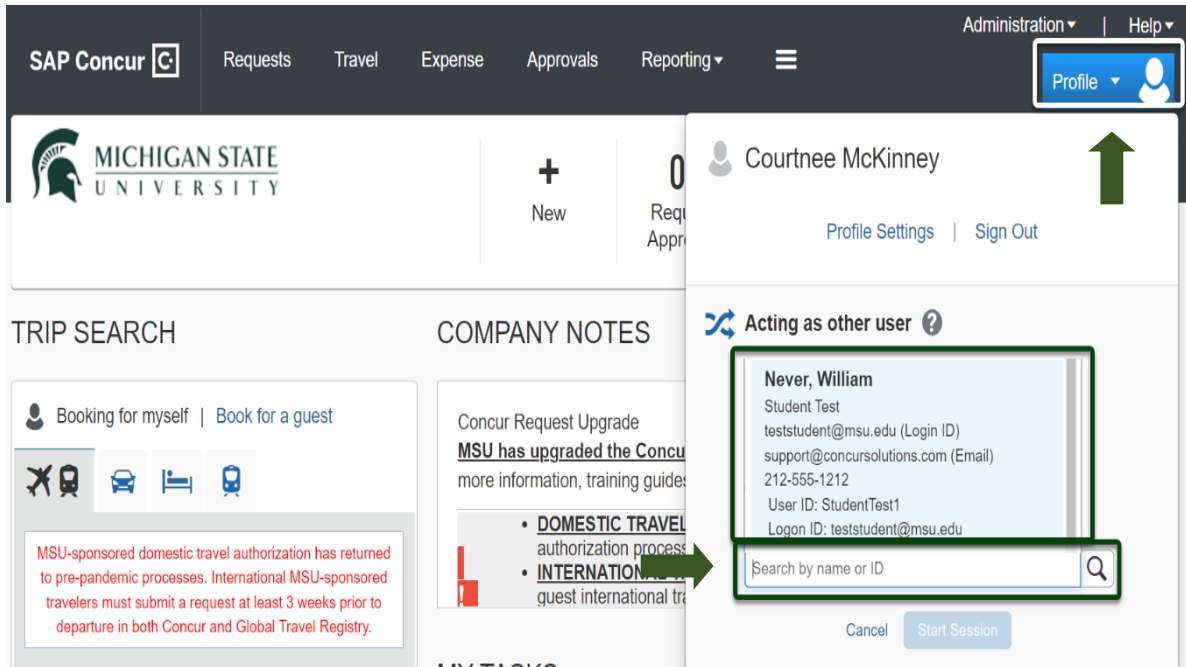


Exhibit 1

2. Select the Student Employee's name from pull-down list >**Start Session**.

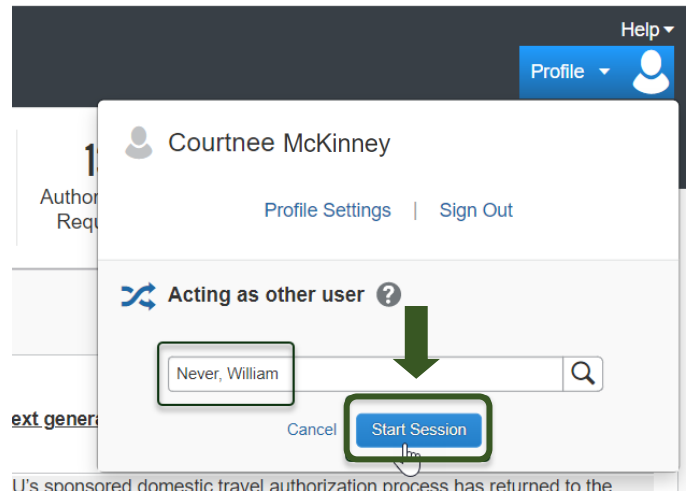


Exhibit 2

NOTE: User Bar should display Student Employee's Name.

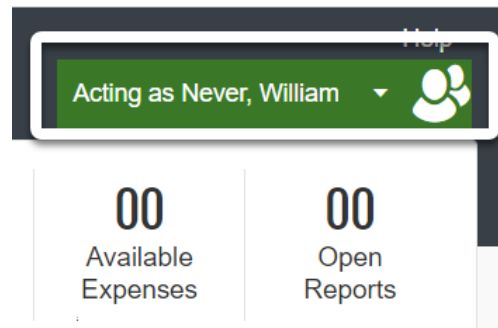


Exhibit 3

3. From the "Quick Start" bar, hover over **New+** and select **Start a Request**.

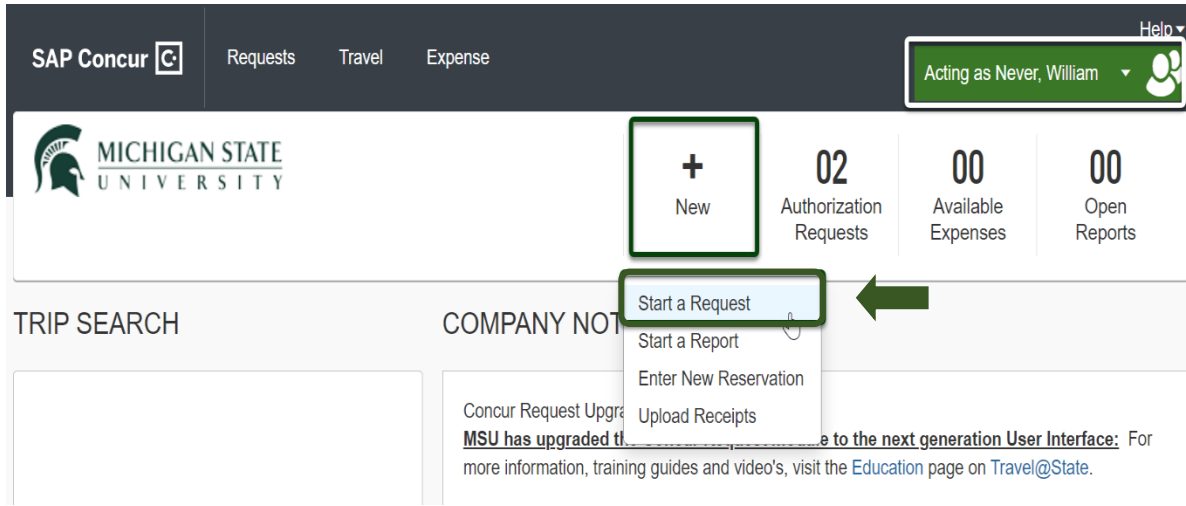


Exhibit 4

4. On the Create New Request screen, in the Traveler Type field, select **Student**.

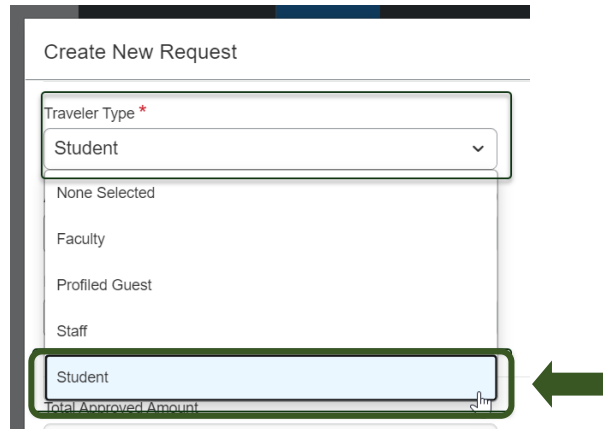


Exhibit 5

5. Fill in the necessary information and required fields indicated with a (\*) for the travel Request. 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.

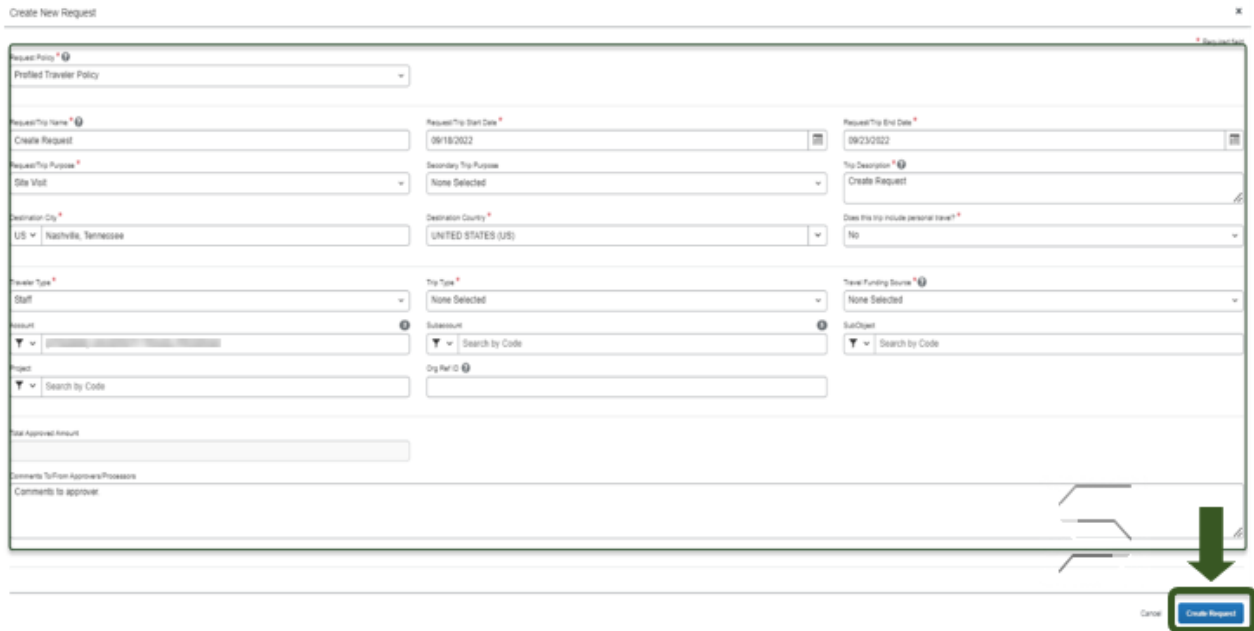


Exhibit 6

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

6. Within the Request, in the Expected Expenses section, select **Add** and enter estimated amounts for each of the Student Employee expenses. Some common expenses are *Air Ticket, Car Rental, Hotel Reservation, and Daily Meal Per Diem Allowance.*

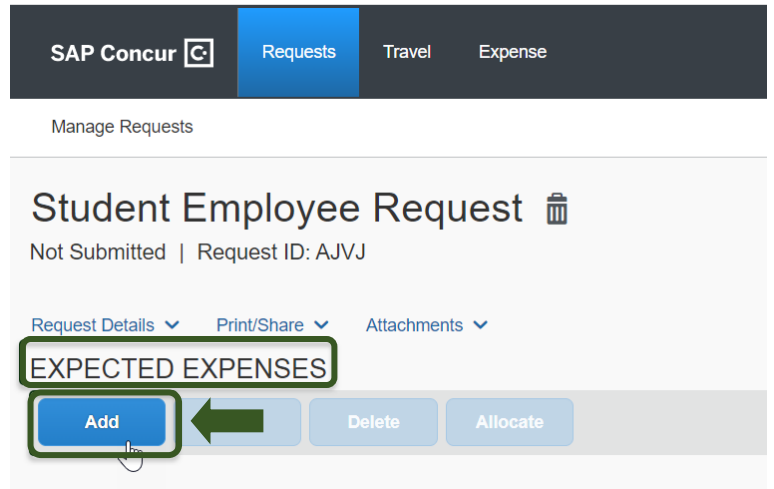


Exhibit 7

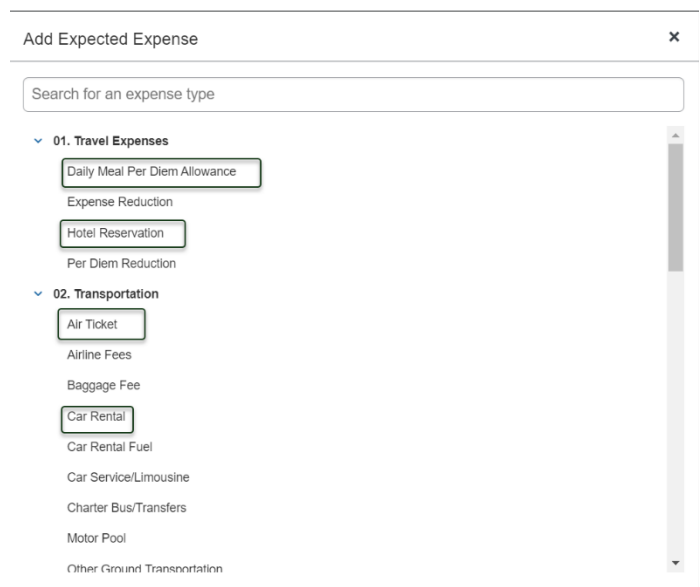


Exhibit 8

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

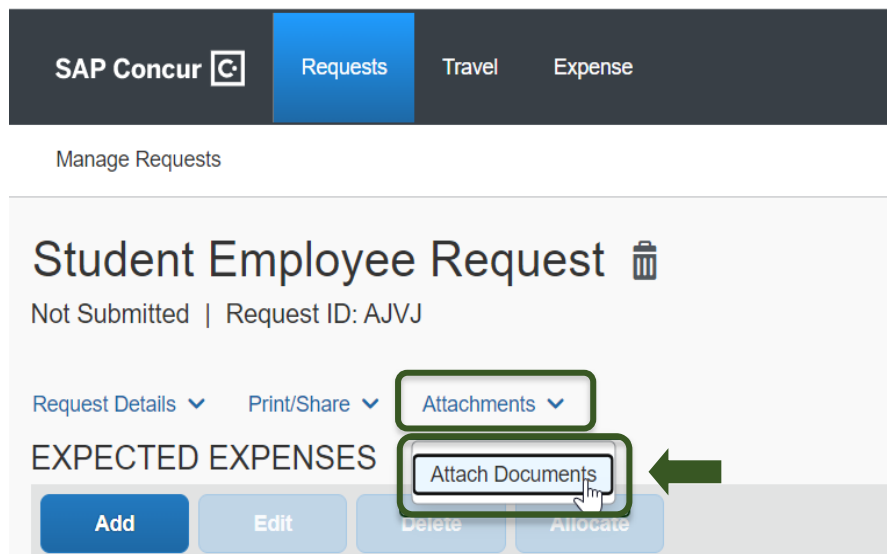


Exhibit 9

NOTE: Preferred attachment formats are JPEG or PDF.

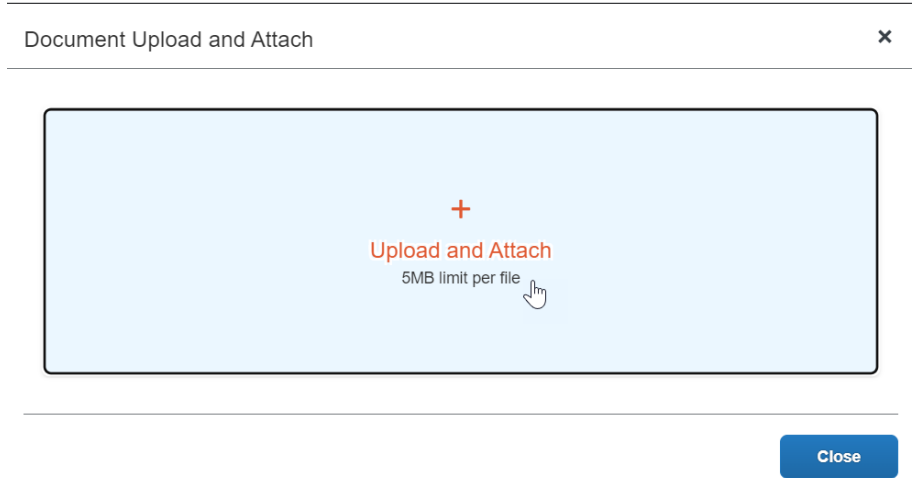


Exhibit 10

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



Exhibit 11

9. When you have completed your Student Employee Expected Expenses and your request is ready, select **Submit Request**.

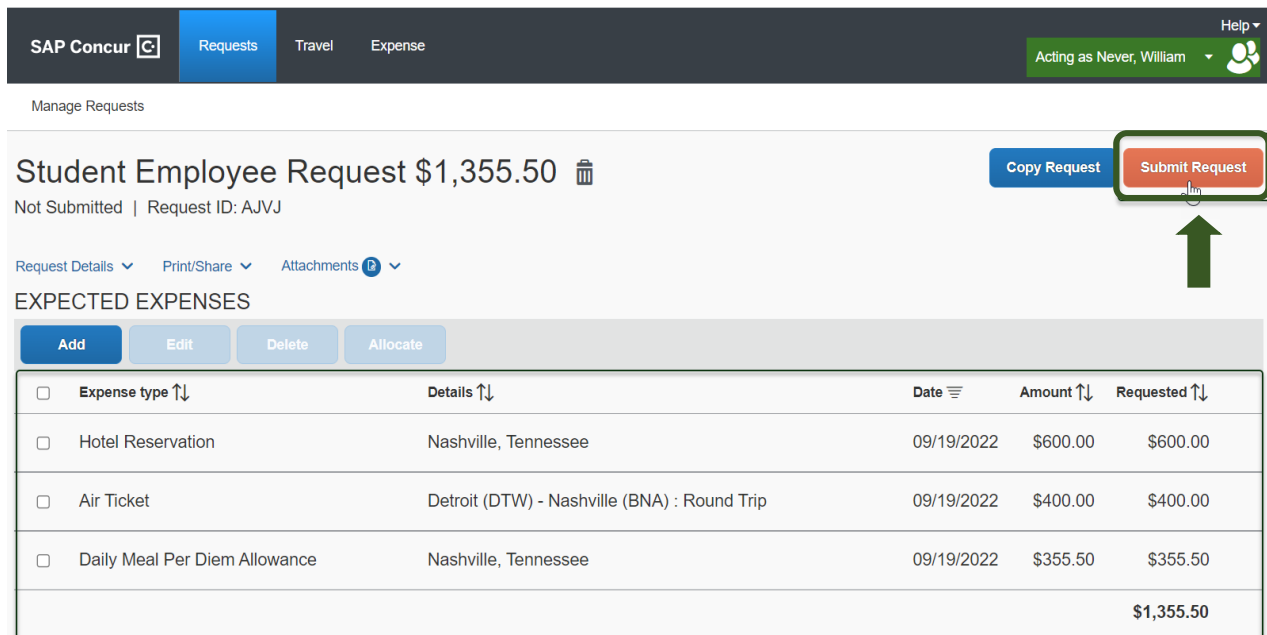


Exhibit 12

10. Select **Accept and Continue** to send the request to the 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/comp/mbp70EBS.aspx>)



Cancel

Accept & Continue

Exhibit 13

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

#### Student Employee Request

05/18/2023 **AJVJ**

**\$1,355.50**

Submitted

Pending Department Approval  
Lee, Lynn

Exhibit 14