### TRAVEL®STATE How to Create and Submit a Student Employee Travel Request

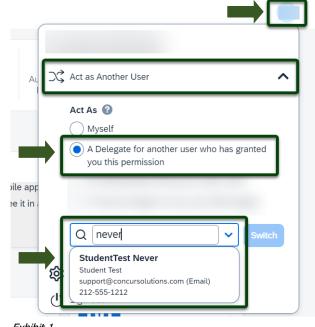
Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a Student Employee.

1. Start at the **Concur Homepage**, select **Profile** 

>Act as Another User

>A Delegate for another user who has granted you this permission

>Enter the individual's name or NetID in **Search by Name or ID** field.





NOTE: You will only be able to locate those individuals who have identified you as a **Delegate**. If the user you are attempting to **Delegate** for is not a listed option, please contact the user and request them to add you as a **Delegate**.

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

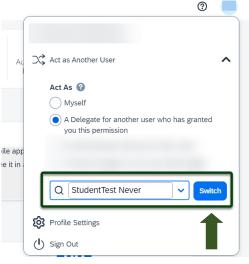


Exhibit 2

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



Exhibit 3

# **FRAVEL**®STATE How to Create and Submit a Student Employee Travel Request

3. Select <b>Start</b> a Request.		+ + + + 00 00 02 Start a Request Report Reservation Requests Expenses Reports	
	Exhibit 4		
	ew Request screen, in the ld, select <b>Student</b> .	Traveler Type * Student V None Selected Faculty	
		Profiled Guest Staff Student Exhibit 5	

5. Fill in the	Create New Request			_	×	1
					* Required field	1
necessary	Request Policy * 🔞					
information and	Profiled Traveler Policy	~				l
required fields	Request/Trip Name * 🚱		Request/Trip Start Date *		Request/Trip End Date *	
indicated with a			MM/DD/YYYY	Э	MM/DD/YYYY 🛱	l
(*) for the travel	Request/Trip Purpose *		Secondary Trip Purpose		Trip Description * 🚱 0/500	l
. ,	None Selected	~	None Selected	~		
Request. Enter	Destination City *		Destination Country *		Does this trip include personal travel? *	
any additional		~	Search by Country/Region	~	None Selected 🗸	l
information you						
would like to	Traveler Type * Student	~	Trip Type * None Selected	~	Travel Funding Source * 🚱 None Selected 🗸 🗸	
	Account 🚱	2	Subaccount 🚱 🔅 🕄	3	SubObject	
share with the		~			<b>`</b>	
Approver in the	Project	~	Org Ref ID 🚱			
Comments field.		•				
Select Create	Total Approved Amount					
	\$					
Request once	Comments To/From Approvers/Processors				0/500	
you are done						
filling in the					A	
required						l
information.					Cance Create Request	
				_		1

Exhibit 6

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



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

# Student Employee Request fill

Not Submitted | Request ID: MLG3

Request Details V Print/Share V Attachments V

# EXPECTED EXPENSES



Exhibit 7

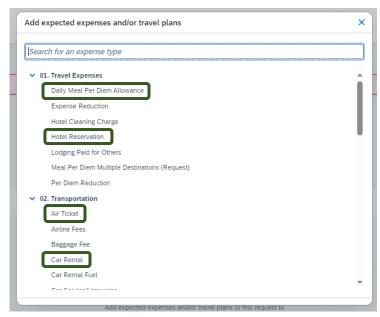


Exhibit 8

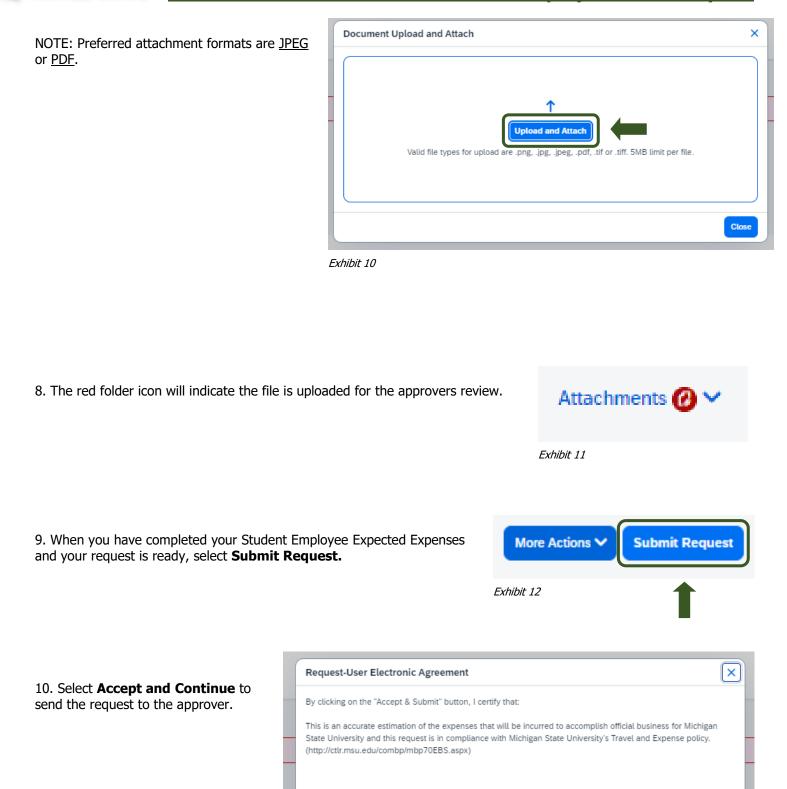
7. To add documents for your approvers review, select the Attachments dropdown menu
>Attach Documents
>Upload and Attach

>double click the file you want to upload.



Exhibit 9

#### **TRAVEL**®STATE How to Create and Submit a Student Employee Travel Request



Cancel

Accept & Contine

Exhibit 13

## **FRAVEL®STATE** How to Create and Submit a Student Employee Travel Request

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

Student Employee Request
\$25.00
Submitted
Pending Department Approval

Exhibit 14