MICHIGAN STATE UNIVERSITY

Overview:

The Travel@State Open Lab booking tool is designed to allow you to schedule one on one sessions with Accounting/Travel staff. It should be used when you would like one on one assistance with the Concur travel system (Request/Travel/Expense) and travel policy questions.

Process

1. Use link to navigate to booking site Travel@State Open Lab Booking Tool.
2. Select an applicable service.
3. Choose your desired date from the calendar.
4. Select a time from the available options.
5. You may select a staff member if desired – otherwise you will randomly be assigned an available staff member.
6. Complete the required name, email, and notes fields (notes should specifically identify what you are requesting assistance with).
7. Hit the word "Book" at the bottom of the screen.

Meeting Details

1. You will automatically receive an email with your meeting details.
2. All meetings are automatically scheduled as a Microsoft Teams meeting both on your Outlook and Teams calendar.
3. The meetings can be joined from the e-mail, your Outlook calendar, or your Teams calendar.
4. If you need to cancel or reschedule your meeting, please use the reschedule button on your email confirmation. Removing/cancelling the meeting from your calendar will not notify the Accounting/Travel staff.

Book a session with Travel@State Open Labs for one-on-one assistance with:

- Request processing in Concur
- Cash advances for travel
- Group/Guest Request and Expense Report processing
- Creating Expense Reports
- Managing itinerary/per diems within an Expense Report
- Reserving/Booking travel
- Operation of MSU travel policy within Concur
- Other general travel questions

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