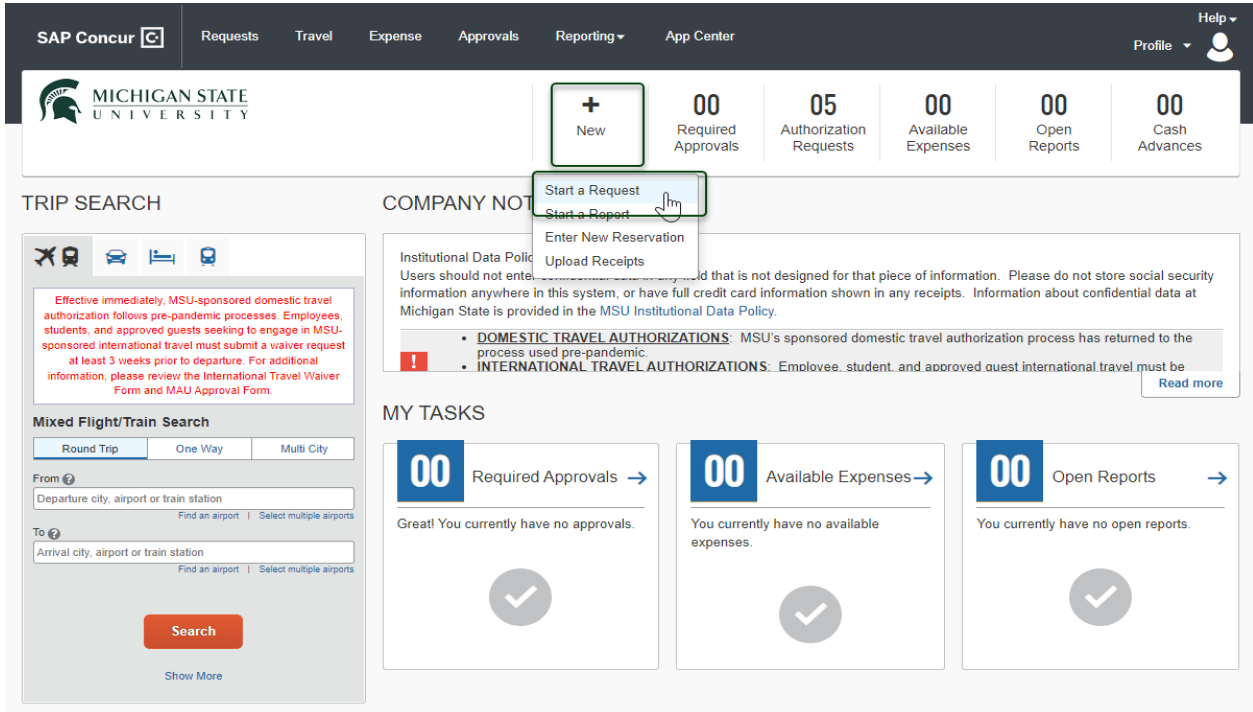


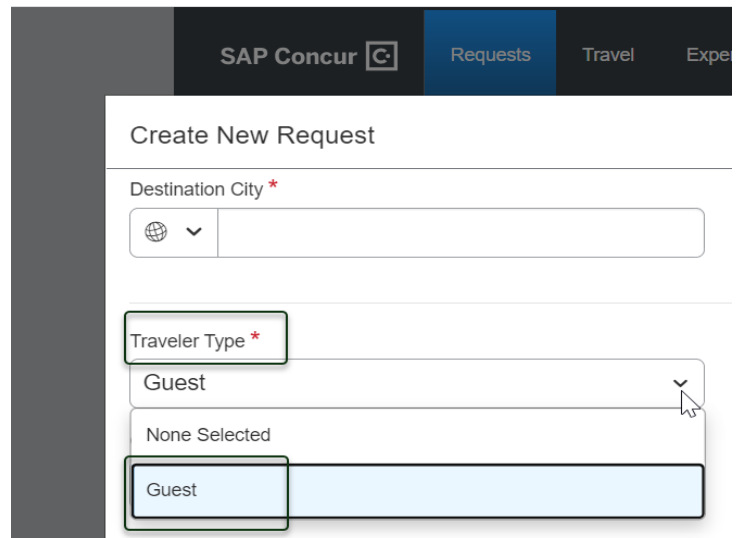
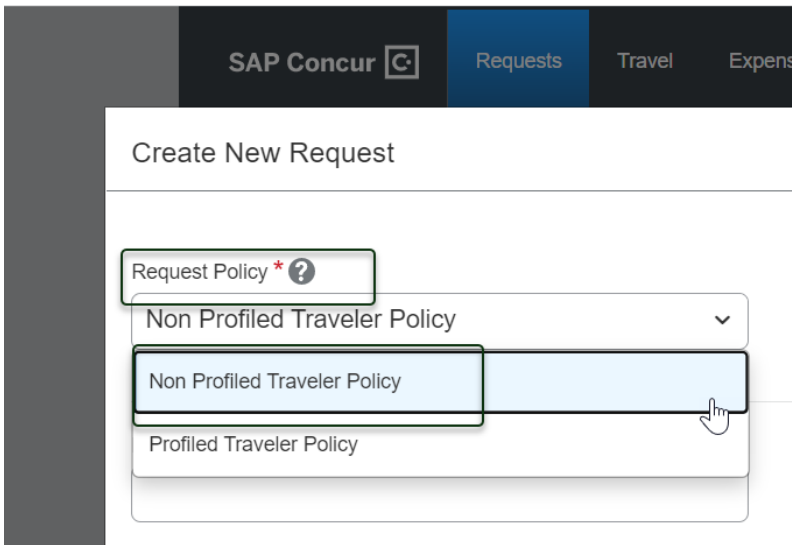
How to Create and Submit a Guest Travel Request

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

You will start at the [Concur Homepage](#), hover over "Quick Start" button **New+** and click on **Start a Request**.



On the **Create New Request** screen, in the **Request Policy** field, select **Non-Profiled Traveler Policy**. In the **Traveler Type** field, **Guest** must be selected so that the guest is reimbursed when the expense report is created, rather than the person that created the Request.



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

Create New Request

Request Policy *
Non Profiled Traveler Policy

Request/Trip Name *
Guest Trip

Request/Trip Start Date *
09/19/2022

Request/Trip End Date *
09/23/2022

Request/Trip Purpose *
Team

Secondary Trip Purpose
None Selected

Trip Description *
Guest Trip

Destination City *
US Nashville, Tennessee

Destination Country *
UNITED STATES (US)

Does this trip include personal travel? *
No

Traveler Type *
Guest

Trip Type *
Out of State (CONUS/OCONUS)

Travel Funding Source *
Other MSU (Non-Grant & Research)

Guest First Name *
Martha

Guest Last Name *
Never

Account
(XT022906) UNIVERSITY TRAVEL PROGRAM

Subaccount
Search by Code

SubObject
Search by Code

Project
Search by Code

Org Ref ID

Total Approved Amount

Comments To/From Approvers/Processors

Cancel **Create Request**

Within the **Request**, in the **Expected Expenses** section, select **Add** and enter estimated amounts for each of your guest's expenses. You will see a list of expense types that you can select from; some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, and *Daily Meal Per Diem Allowance*.

SAP Concur | Requests | Travel | Expense | Approvals | Requests

Manage Requests

Guest Trip

Not Submitted | Request ID: AJUW

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

Add Expected Expense

Search for an expense type

- 01. Travel Expenses
 - Daily Meal Per Diem Allowance
 - Expense Reduction
 - Hotel Reservation
 - Per Diem Reduction
- 02. Transportation
 - Air Ticket
 - Airline Fees
 - Baggage Fee
 - Car Rental
 - Car Rental Fuel
 - Car Service/Limousine
 - Charter Bus/Transfers
 - Motor Pool
 - Other Ground Transportation

© Copyright 2022 - SAP Concur

You can add documents for your approvers review, to attach documents, select the **Attachments** dropdown menu and then select **Attach Documents**. Select **Upload and Attach**, double click the file you want to upload. *It is preferred to upload attachments in Image File or PDF Format.

SAP Concur Requests Travel Expense Approvals Reporting App Center Help Profile

Manage Requests

Guest Trip \$1,355.50 Copy Request Submit Request

Not Submitted | Request ID: AJUW

Request Details Print/Share Attachments

Attach Documents

EXPECTED EXPENSES

Add Edit Delete Allocate

Document Upload and Attach ×

Upload and Attach

5MB limit per file

Close

Once you see the *blue folder icon*, the file is uploaded for your approvers review.

SAP Concur Requests Travel Expense

Manage Requests

Guest Trip \$1,355.50 Copy Request Submit Request

Not Submitted | Request ID: AJUW

Request Details Print/Share Attachments

EXPECTED EXPENSES

When you have completed all your guest's **Expected Expenses** and your request is ready, select **Submit Request**, then select **Accept and Continue** to send the request to your approver.

SAP Concur Requests Travel Expense Approvals Reporting App Center Help Profile

Manage Requests

Guest Trip \$1,355.50 **Copy Request** **Submit Request**

Not Submitted | Request ID: AJUW

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

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://ctr.msu.edu/combp/mbp70EBS.aspx>)

Cancel

Accept & Continue

Request is in **Submitted** status.

SUBMITTED 09/15/2022

Guest Martha Never Trip

\$2,552.50

Pending Fiscal Officer Approval