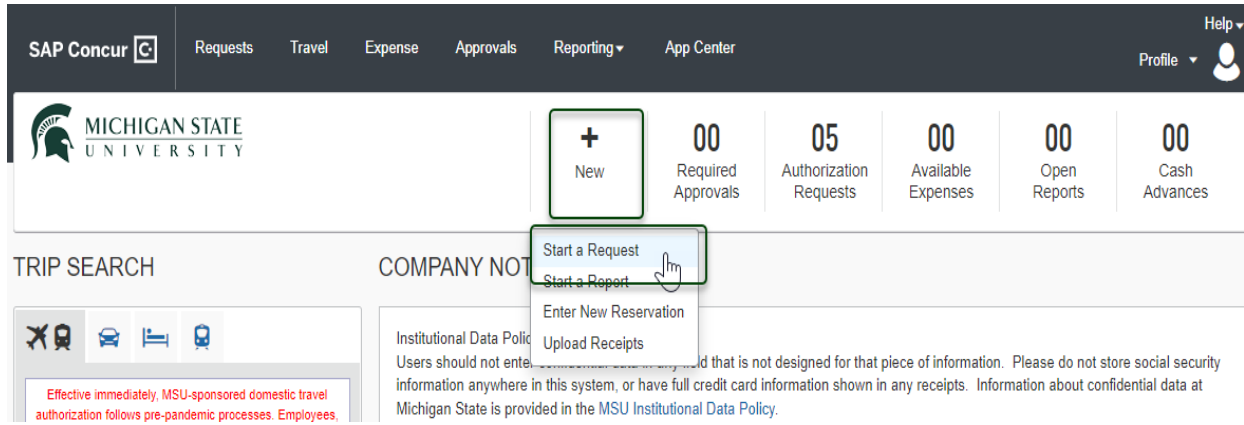


# How to Create and Submit a Request

Michigan State University employees can submit a travel authorization request in MSU’s Concur system with your requested trip expenses.

1. Start at the **Concur Homepage**, hover over “Quick Start” button **New+** and click on **Start a Request**.



2. On the **Create New Request** screen, 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. *Do not add sensitive information.*

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  
 (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  
 Comments to approver.

Cancel Create Request

3. Select **Create Request** once you are done filling in the required information.

## How to Create and Submit a Request

4. Within the **Request**, in the **Expected Expenses** section, select **Add** and enter estimated amounts for each of your trip expenses.

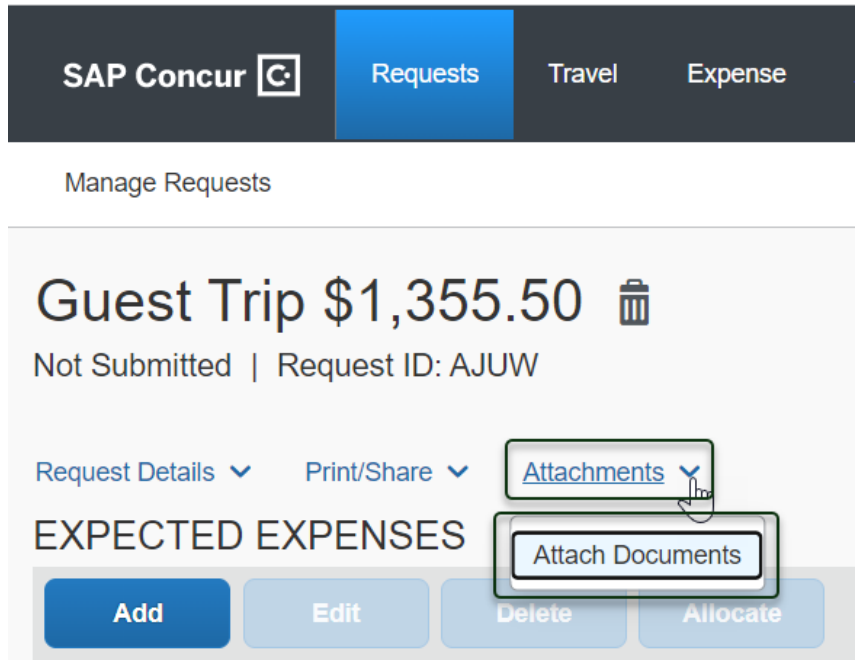
The screenshot shows the SAP Concur interface for creating a request. At the top, there are navigation tabs for 'SAP Concur', 'Requests', 'Travel', and 'Expense'. Below this is a 'Manage Requests' section with a 'Create Request' button and a trash icon. The status is 'Not Submitted' and the Request ID is 'AJVF'. There are three dropdown menus: 'Request Details', 'Print/Share', and 'Attachments'. A red box highlights the 'EXPECTED EXPENSES' section, and another red box highlights the 'Add' button.

You will see a list of expense types that you can select from; some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, *Motor Pool*, and *Daily Meal Per Diem Allowance*.

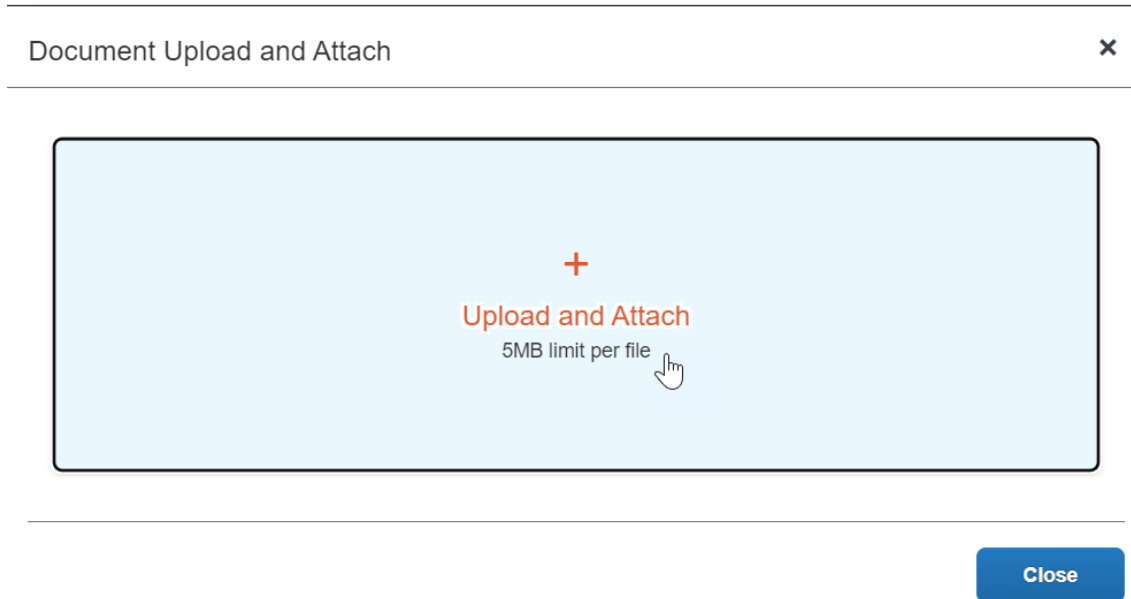
The screenshot shows the 'Add Expected Expense' dialog box. It has a search bar at the top. Below the search bar, there are two main categories of expense types: '01. Travel Expenses' and '02. Transportation'. Under '01. Travel Expenses', there are four items: 'Daily Meal Per Diem Allowance', 'Expense Reduction', 'Hotel Reservation', and 'Per Diem Reduction'. Under '02. Transportation', there are seven items: 'Air Ticket', 'Airline Fees', 'Baggage Fee', 'Car Rental', 'Car Rental Fuel', 'Car Service/Limousine', and 'Charter Bus/Transfers'. A 'Motor Pool' item is listed at the bottom. The 'Daily Meal Per Diem Allowance' and 'Car Rental' items are highlighted with red boxes.

## How to Create and Submit a Request

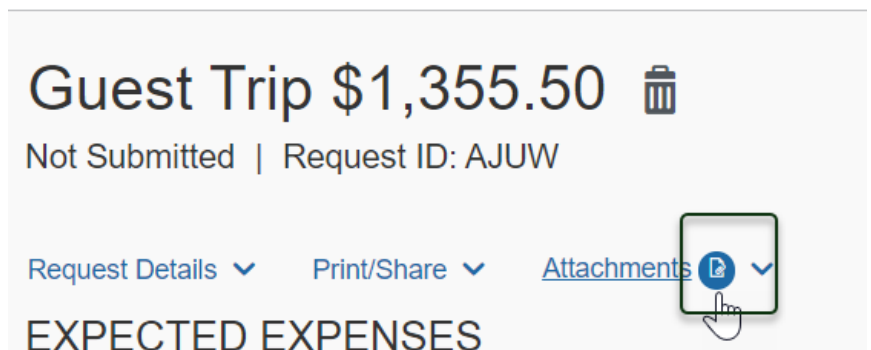
5. You can add documents for your approvers review, to attach documents, select the **Attachments** dropdown menu and then select **Attach Documents**.



6. Select **Upload and Attach**, double click the file you want to upload. \*It is preferred to upload attachments in Image File or PDF Format.



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



# 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

Guest Trip \$1,355.50

Not Submitted | Request ID: AJUW

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Buttons: 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

Buttons: Copy Request, Submit Request

8. Then 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://ctlr.msu.edu/combp/mbp70EBS.aspx>)

Cancel

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

**SUBMITTED** 09/15/2022

**Guest Martha Never Trip**

\$2,552.50

Pending Fiscal Officer Approval