How to Create & Submit a Non-Employee Student Travel Request
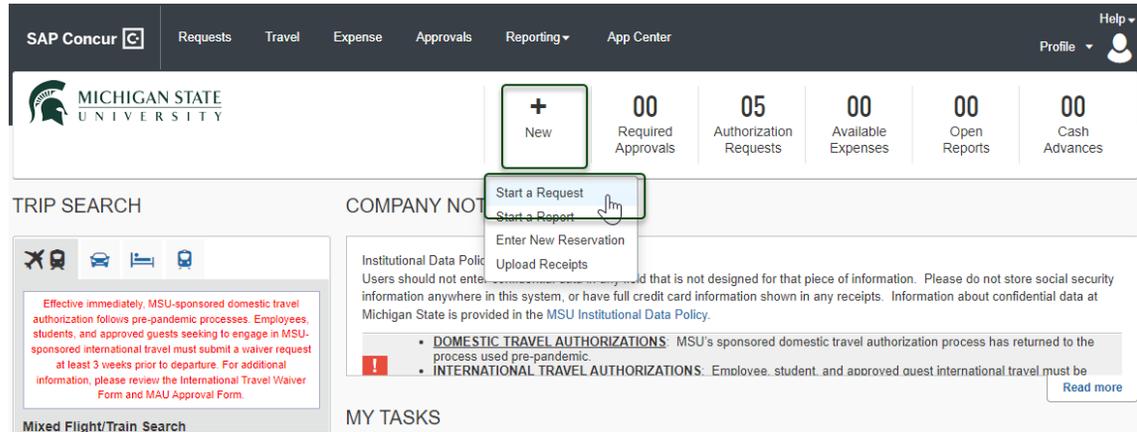
Michigan State University employees can submit a travel authorization request in MSU's Concur system with requested trip expenses on behalf of a non-employee student, including **Undergraduate** and **Graduate Students**.

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, in the **Request Policy** field, select **Non-Profiled Traveler Policy**.
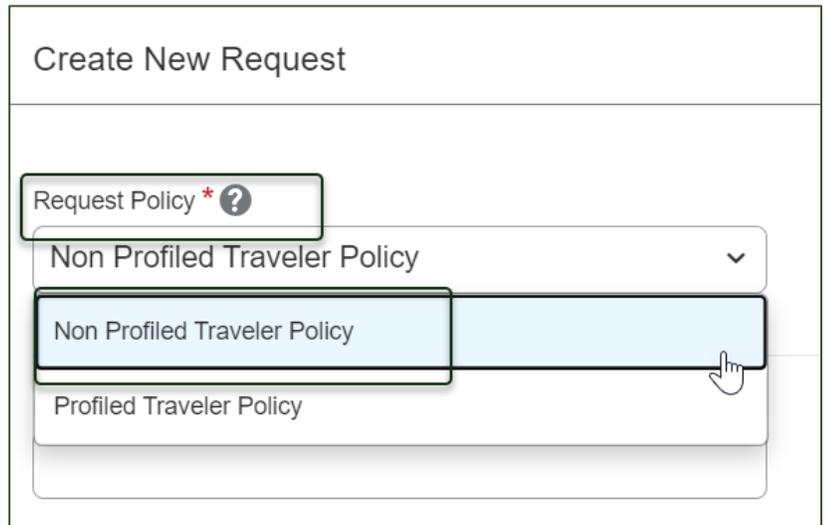
3. In the **Traveler Type** field, **Guest** <u>must</u> be selected so that the Student Non-Employee is reimbursed when the expense report is created, rather than the person that created the Request.
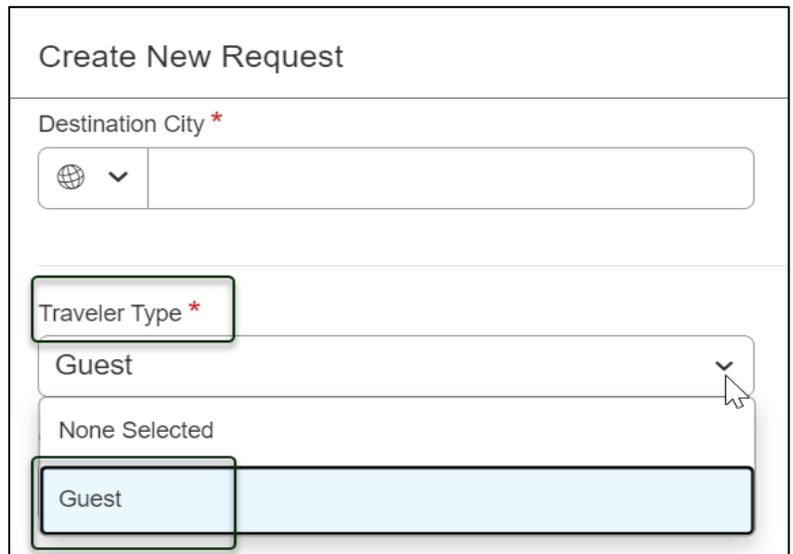
4. Fill in the necessary information and required fields indicated with a (*) for your travel **Request.** Enter any additional information you would like to share with the Approver in the **Comments** field. *Do not add sensitive information*.

NOTE: Anything entered in the **Request/Trip Name** field, and the name of the person preparing the Non-Employee Student Request will show in the **General Ledger Encumbrance.**

Create New Request   ✕

Request Policy * ❓		
Non Profiled Traveler Policy ⌄		

Request/Trip Name * ❓	Request/Trip Start Date *	Request/Trip End Date *
Guest Trip	09/19/2022 📅	09/23/2022 📅
Request/Trip Purpose *	Secondary Trip Purpose	Trip Description * ❓
Team ⌄	None Selected ⌄	Guest Trip
Destination City *	Destination Country *	Does this trip include personal travel? *
US ⌄ Nashville, Tennessee	UNITED STATES (US) ⌄	No ⌄
Traveler Type *	Trip Type *	Travel Funding Source * ❓
Guest ⌄	Out of State (CONUS/OCONUS) ⌄	Other MSU (Non-Grant & Research) ⌄
Guest First Name * ❓	Guest Last Name * ❓	
Martha	Never	
Account ❓	Subaccount ❓	SubObject
▼ ⌄ (XT022906) UNIVERSITY TRAVEL PROGRAM	▼ ⌄ Search by Code	▼ ⌄ Search by Code
Project	Org Ref ID ❓	
▼ ⌄ Search by Code		

Total Approved Amount

Comments To/From Approvers/Processors

Cancel   **Create Request**

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

6. Within the **Request**, in the **Expected Expenses** section, select **Add** and enter estimated amounts for each of your Non-Employee Student expenses.

SAP Concur | **Requests** | Travel | Expense

Manage Requests

Guest Trip 🗑

Not Submitted | Request ID: AJUW

Request Details ⌄   Print/Share ⌄   Attachments ⌄

EXPECTED EXPENSES

Add	Edit	Delete	Allocate

REV 1: 12/22

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.*

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

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

SAP Concur [C]   Requests   Travel   Expense

Manage Requests

Guest Trip $1,355.50 🗑

Not Submitted | Request ID: AJUW

Request Details ∨   Print/Share ∨   Attachments ∨

EXPECTED EXPENSES   Attach Documents

Add   Edit   Delete   Allocate

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

Document Upload and Attach   ✕

\+

Upload and Attach

5MB limit per file

Close

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

Guest Trip $1,355.50 🗑

Not Submitted | Request ID: AJUW

Request Details ⌄   Print/Share ⌄   Attachments 📄 ⌄

EXPECTED EXPENSES

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

| 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 |

☐	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
☐	Air Ticket	Detroit (DTW) - Nashville (BNA) : Round Trip	09/19/2022	$400.00	$400.00
☐	Hotel Reservation	Nashville, Tennessee	09/19/2022	$600.00	$600.00
☐	Daily Meal Per Diem Allowance	Nashville, Tennessee	09/19/2022	$355.50	$355.50
					$1,355.50

Request-User Electronic Agreement   ✖

10. Then **Accept and Continue** to send the request to your approver.

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)

| SUBMITTED | 09/15/2022 | Cancel   **Accept & Continue**

Guest Martha Never Trip

$2,552.50

11. Request is in **Submitted** status.

Pending Fiscal Officer Approval

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