

Concur Guest Travel

If a guest is traveling on behalf of Michigan State University regardless of reimbursement, a travel request must be entered into the SAP Concur system. Please note that this request will drop off the Concur system 94 days after the trip end date regardless of whether an expense report is submitted.

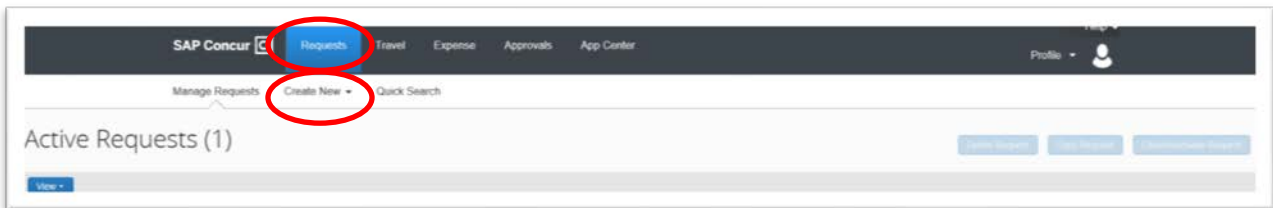
Note: Please make sure that the Guest Traveler is a vendor in the KFS system, if they are not, you will need to create a vendor number prior to submitting travel expenses.

Logging into Concur

- 1) Click on the tile **'Travel and Expense SAP Concur'** in the EBS system



- 2) Click on **'Requests'** at the top header of the SAP Concur screen.
- 3) Hover over **'Create New'** (located directly below the Requests header), click on **'New Request'**.



- Note: all boxes marked in red on the request will need to be filled out before the request can be submitted.
- You will also need to complete the following tabs on the request screen: Request Header and Expenses.

[Request Header Tab](#)

(This tab is automatically displayed when you select 'Create New' under the 'Request Header'.)

- 1) Request Policy – please select '**Non Profiled Traveler Policy**'. This is an individual who is not an MSU employee/student/temp or on-call staff.
- 2) Request/Trip Name – input '**Last, First name and event if applicable**' I.E. "Jones, R, FEC"
- 3) Input trip **Start date, end date, trip purpose, trip description, destination city, destination country**, and answer **whether the trip includes personal travel**.
- 4) Traveler Type – select '**Guest**'.
- 5) Select **trip type** using the drop down box, funding source, and any comments.
 - a. Note that if you select MSU Grants and Research or Other MSU funds, you will need to enter an accounting string.
- 6) Enter in Guest **first** and **last name**.
- 7) To add **accounting string**, either search by account name – Text; or account code – number, enter this information in the box provided. Once your account appears, click on the name/number (highlighted below the box) to select and it will populate in the account box. Select sub account the same way. Add sub-object/project/org ref if applicable.

[Sample request](#)

Request 3TCC

Cancel Save Attachments Print / Email Delete

Request/Trip Name: Last name, First name, event nam

Trip Description: Speaker at Fall Conference

Request Header Segments Expenses Approval Flow Audit Trail

Request Policy?

Non Profiled Traveler Policy

Request/Trip Name? Last name, First name, event nam	Request/Trip Start Date 10/28/2019	Request/Trip End Date 10/30/2019	Request/Trip Purpose Conference or Meeting Attendance	Secondary Trip Purpose	Trip Description? Speaker at Fall Conference
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Destination City Traverse City, Michigan	Destination Country UNITED STATES <small>Travel risk advisory - Low (Level 1)</small>	Highest Location Risk Level Low (Level 1)	Does this trip include personal travel? No
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Traveler Type Guest	Trip Type In State (CONUS)	Travel Funding Source? Other MSU (Non-Grant & Research)	Comments To/From Approvers/Processors
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Guest First Name? First name	Guest Last Name? Last name
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Account (DN100031) MSUE Events	Subaccount (7095) FEC 2019	SubObject	Project	Org Ref ID?
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Expense Tab

In order to submit a Guest request, you **must enter .01** into the expense tab section to show that there is an expense amount to be paid. You will change this amount when you process the traveler’s actual expenses.

- 1) Click on **'Expense'** Tab left of Request Header Tab
- 2) Click **'+New Expense'** and click on one of the multiple items in the expense box.
 - a. For instance, car rental fuel – then enter .01 in the transaction amount box, then click allocate. This will add a cost to the guest request.
- 3) Once you have added the expense, you can submit the request.

Request: 3NLD (Turnell, Channon Nellie)

Attachments * Print / Email * Delete Request Submit Request

Status: Not Submitted
Amount: \$0.01

Request/Trip Name: Last, First, Event name
Trip Description: Speaker at Fall Conference

Request Header Segments Expenses Approval Flow Audit Trail

[+ New Expense](#) [Expenses](#)

Date	Expense Type	Amount	Requested
10/29/2019	Car Rental Fuel	\$0.01	\$0.01

Expense Type Car Rental Fuel	Transaction Date 10/29/2019	Description	Transaction Amount 0.01 USD	Comment
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Notes:

You will be notified via email from AutoNotification@concur solutions.com when the travel request is routed and approved. Once your travel request has been approved you should create the expense report through your **'Active Requests'** page.

1. Log into Concur through EBS
2. Click on **'Requests'** at the top header of the SAP Concur screen. You will see your active requests screen.
3. Create the travel expense by clicking on "Expenses" under the Action section to complete the travel expense. *This ties the travel request with the travel expense report.*

Active Requests (1)

[View](#)

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved #...	Remaining	Action
Courtesy, Jacqueline - MI Conser Travel to teach the "Ecological Foundations" lecture for the FALL 2019 Michigan Conservation Society's fieldtrip program on 9/19/19 session held at the Ann Arbor Water Treatment Plant and Bird Hill Nature Area, Ann Arbor.	396X	Approved	09/11/2019	10/01/2019	\$0.01	\$0.01	\$0.01	Expense