

Managing MSU Agency Card Transactions

All **MSU Agency Card** charges must be reconciled on an **Expense Report**, even if you have two charges that net to zero dollars. **Expense Reports** require an approved Request to be submitted.

NOTE: If the trip was cancelled, Concur does allow an approved Request that has been cancelled to be used as well. If the Request was cancelled before it was approved, you will be unable to use this Request for an Expense Report. Cancellation of travel plans will still require you to reconcile your MSU Agency Card charges on an Expense Report.

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Reconciling MSU Agency Card (Direct Billed Airfare/Rail) Charges

1. You will need an Approved Request before moving forward with the Expense Report. If the Request is *not approved*, open the Request, complete any outstanding information, and Submit. You will have to wait until your Request has been fully approved to continue.

Test
03/17/2024 | LRNH

\$3,809.10

Approved

Exhibit 1

2. Start at the Concur Homepage and locate the Request that the airfare/rail needs to be reported on. Select **Create Expense Report**.

More Actions ▾

Create Expense Report

Exhibit 2



3. Complete the Expense Report.

Test Request \$1,271.05 Delete Report Copy Report Submit Report

Not Submitted | Report Number: 5917K7

REQUEST

Approved \$2.00

Report Details ▾

Manage Receipts ▾

Travel Allowance ▾

View Available Receipts

Report

Copy

Allocate

Combine Expenses

Move to ▾

View: Standard ▾

Report Totals	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested	
Audit Trail			Out of Pocket	Hotel	Allegro Resorts Houston, Texas	06/04/2023	\$150.00	\$1,050.00 Itemized	...
Allocation Summary			Out of Pocket	Daily Meal Per Diem Allowance	Houston, Texas	06/01/2023	\$35.75	\$35.75	...

Exhibit 3

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4. Fill in the necessary information and required fields indicated with a (*). Enter any additional information you would like to share with the Approver in the **Comments** field. Select **Save**.

Exhibit 4

5. Select **Add Expense**.

Not Submitted | Report Number: YPA68X

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense ← Delete Copy Allocate Combine Expenses Move to ▾

Exhibit 5

6. Within the Available Expenses, check the box to select **MSU Agency Card** transactions >**Add to Report**.

Add Expense

11 Available Expenses + Create New Expense

<input checked="" type="checkbox"/>	MSU Agency Card	Corporate Card, Reservation, E-Receipt	Airfare	Delta Detroit Wayne County	02/06/2024	\$457.90	...
<input type="checkbox"/>	MSU Travel Card	Corporate Card	Professional Subscriptions/Dues (6545)	EVENT GBTAHQ01 TYSONS CORNER, Virginia	02/05/2024	\$923.14	...
<input type="checkbox"/>	MSU Travel	Corporate	Hotel	VENETIAN/PALAZZO ROOM	02/02/202	\$304.00	...

Add To Report

Exhibit 6

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7. Select **Airfare**. Make sure all the information is correct and that the Receipt is attached.

NOTE: *E-Receipt, Corporate Card, and Reservation* should be visible at the top. This means the receipt has been attached, and you can click on it for more details.

Exhibit 7

8. Save all Expenses that have been added.

9. Within the Report Details, select **Report Totals** to see the total *MSU Agency Card* payment.

Category	Amount
Company Payments	\$1,271.05
Employee Payments	\$0.00
Amount Due (MSU Agency Card)	\$457.90
Requested Amount	\$1,728.95
Total Paid By Company	\$1,728.95
Owed Company	\$0.00
Total Owed By Employee	\$0.00

Exhibit 8

10. Once you have verified all information is correct, select **Submit Report**.

Expense Type	Vendor	Date	Amount	Requested
Airfare Reservation	Delta Air Lines Detroit, Michigan	02/06/2024	\$457.90	\$457.90

Exhibit 9

Prepaid Airfare/Rail (Direct Bill Airfare/Rail)

The following applies for all prepaid airfare/rail once your College/MAU is live on Concur Request and Expense. Agency service fees are no longer applicable.

Faculty/Staff:

1. Booking Travel:

a. Online: Traveler's name on the booked airfare/rail will be assigned based on the profile in use. If you are trying to book airfare/rail on behalf of another MSU employee, the traveler must select you as a Travel Assistant/Arranger. You will then use the Profile area to "Act on Behalf of" that traveler to book prepaid airfare/rail.

b. Preferred Travel Agency: Call for an agent to assist with booking prepaid airfare/rail. The agent will pull the traveler information based on the Concur Profile of the traveler. The caller must be an Assistant/Arranger if not the traveler.

2. Reconciling Prepaid Airfare/Rail Charges:

a. Upon purchase of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Travelers' Expense tab under Available Expenses notated as "Out of Pocket" Payment Type. Do not be alarmed. The charge on MSU's Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to "MSU Agency Card". Once this occurs, you are able to expense the prepaid airfare/rail charge in an Expense Report.

b. Email notification occurs when the credit card transaction has been assigned:

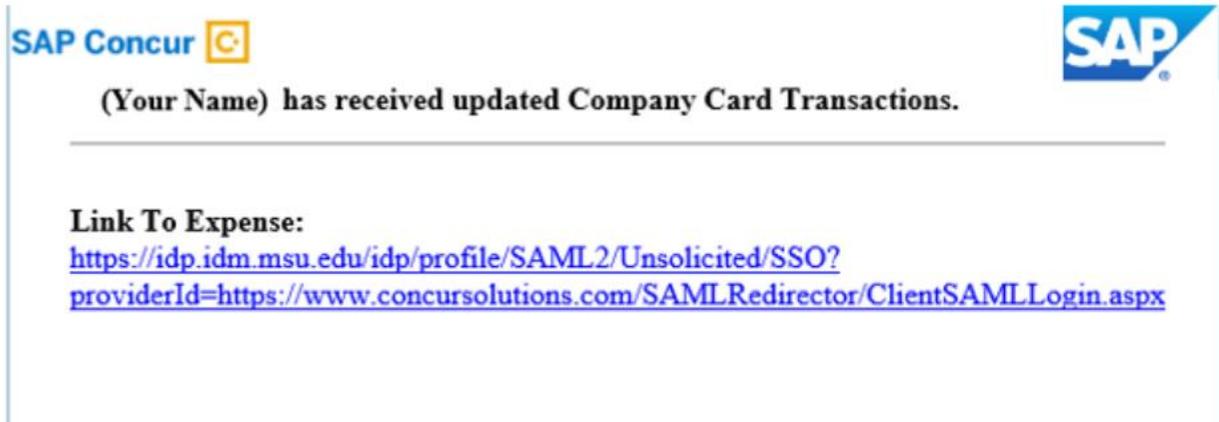


Exhibit 10

c. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of "MSU Agency Card" to an Expense Report, it does not reimburse the traveler, as MSU paid for the transaction.

i. If the charge was made in error and is not an MSU business expense, select the "Personal/Non reimbursable" checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.

d. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

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Guests:

1. Booking Travel:

a. Online: MSU Employees (Faculty and Staff) that have the "Book for a Guest" permission may book airfare/rail on behalf of a non MSU employee using the prepaid airfare/rail program. Traveler information will be captured while booking for the guest.

b. Preferred Travel Agency: Call an agent to assist with booking prepaid airfare/rail. The agent will pull MSU Employee, Faculty, Staff, and Student, information based on the Concur Profile of the caller. The traveler information will be provided by the Arranger.

2. Reconciling Prepaid Airfare/rail Charges:

d. Upon reservation of the airfare/rail, the prepaid airfare/rail charge will immediately appear in the Employee's Expense tab under Available Expenses. It will appear as an "Out of Pocket" Payment Type. Do not be alarmed. The charge on MSU's Agency Card is being sent to the bank and then back to Concur to match with the reservation of the airfare/rail. In approximately 4-6 business days from reservation, the Payment Type will change to "MSU Agency Card". At this time, you may reconcile and allocate the prepaid airfare/rail in an Expense Report.

e. Prepaid airfare/rail charges must be added to an Expense Report in order to charge your department for the amount. By adding the prepaid airfare/rail with the payment type of "MSU Agency Card" to an Expense Report, it does not reimburse the traveler, as MSU paid for this transaction.

i. If this charge was made in error and is not an MSU business expense, select the "Personal/Non reimbursable" checkbox upon opening the expense item. The traveler will owe MSU for the airfare/rail.

f. Users may choose to fully allocate this expense to MSU accounting string(s), as desired. The Expense Report will route for Fiscal Officer(s) approval prior to posting.

Exhibit 11 is an example of both an MSU Agency Card and an Out of Pocket (pending Agency Card auto reconciliation).

<input type="checkbox"/>	MSU Agency Card	Airfare	Delta Air Lines Ann Arbor, Michigan	08/30/2019	\$404.10
<input type="checkbox"/>	Out of Pocket	Airfare	Delta	06/27/2019	\$0.00

Exhibit 11