

Michigan State University employees can submit a travel Request in [Concur](#) with requested trip expenses on behalf of a Student. When creating a Travel Request or Expense Report in MSU's Concur system, Michigan State University student employees can edit their Approvers in the Approval Flow.

Table of Contents

Student Employee Request	2
Student Non-Employee Request	8

Student Employee Request

Michigan State University employees can submit a travel Request in Concur with requested trip expenses on behalf of a Student Employee.

If you are a Student Employee creating a Request for yourself, please skip to *Step 3* on how to create a Request.

1. Start at the [Concur Homepage](#), select **Profile**
 - >**Act as Another User**
 - >**A Delegate for another user who has granted you this permission**
 - >Enter the individual's name or NetID in **Search by Name or ID** field.

NOTE: You will only be able to locate those individuals who have identified you as a **Delegate**. If the user you are attempting to **Delegate** for is not a listed option, please see the [Manage Delegates and Travel Arrangers](#) guide.

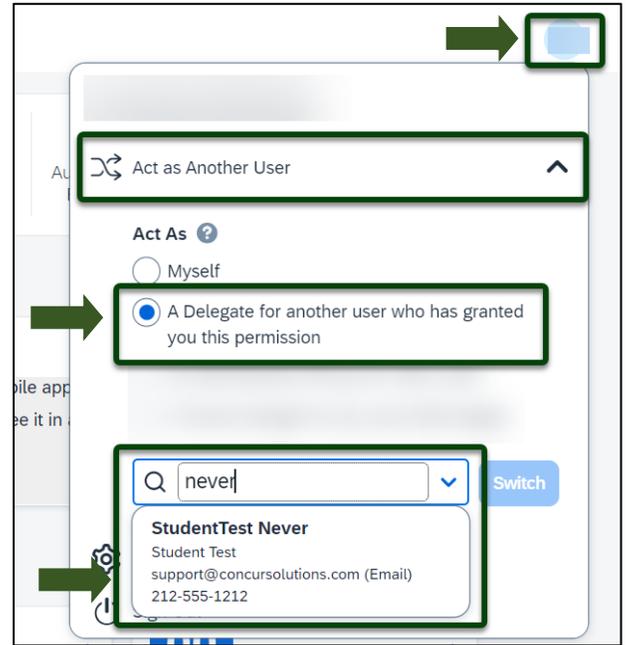


Exhibit 1

2. Select the Student Employee's name from pull-down list
 - >select **Switch**.

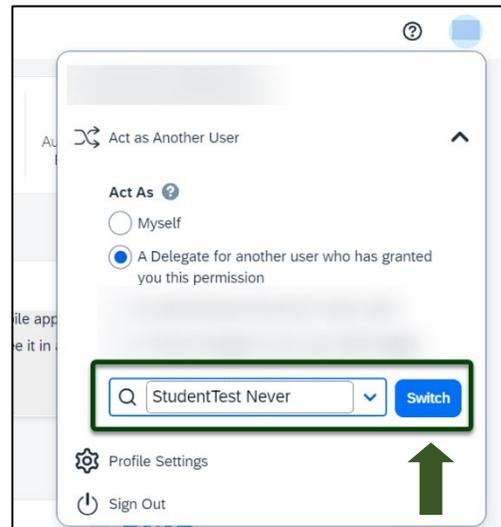


Exhibit 2

NOTE: User Bar should display Student Employee's Name.



Exhibit 3

3. Click **Create**
>**Start a Request.**

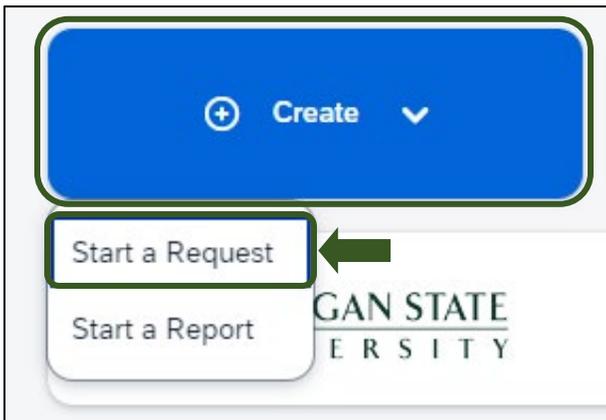


Exhibit 4

4. On the Create New Request screen, in the **Traveler Type** field, select **Student**.

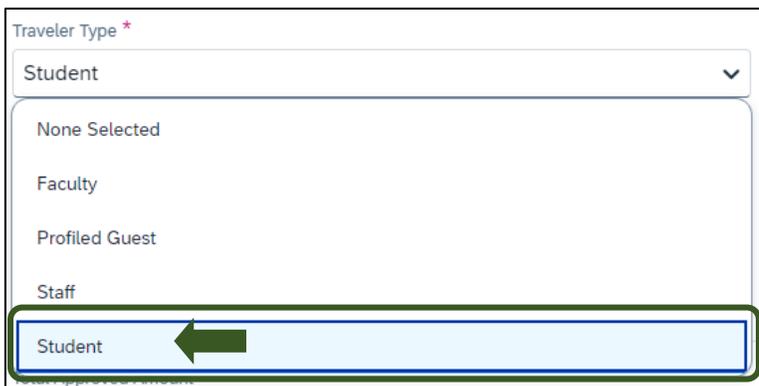


Exhibit 5

5. In the Request Header, Select "No" if the Students Approver is in the same Department funding the travel.

NOTE: If selecting "**NO**", user must use **Edit Approval Flow** when creating a Request to add the appropriate Approver. If the student works with multiple MSU departments, contact your supervisor to determine the appropriate approver of the department funding the travel.

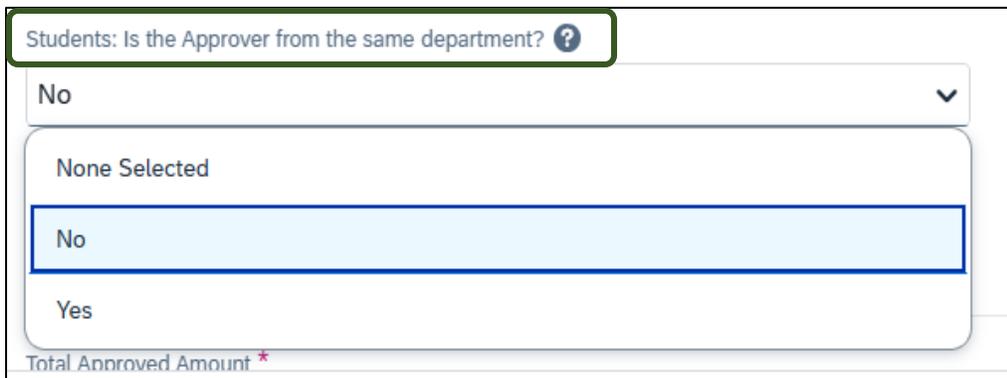


Exhibit 6

Please see *Step 7* on how to **Edit Approval Flow** so your appropriate Approver receives your Request.

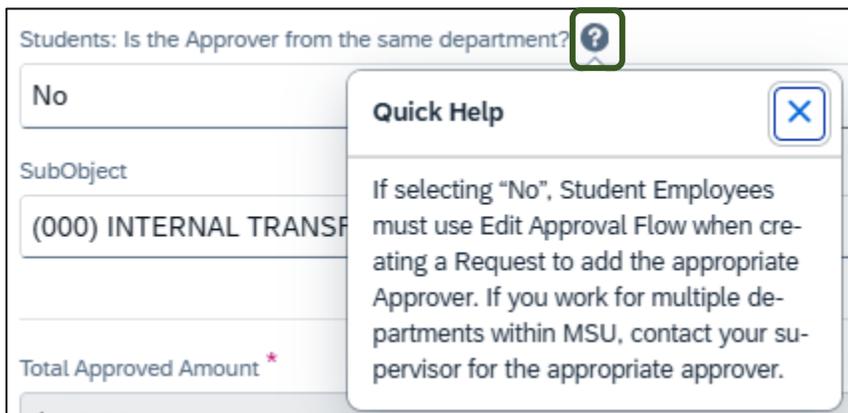


Exhibit 7

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

Exhibit 8

NOTE: Entries in the **Request/Trip Name** field, populate the Accounting String in KFS.

7. If you need to edit your Request Approver, select **Edit Approval Flow**.

Alert	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Hotel Reservation	Nashville, Tennessee	07/24/2025	\$600.00	\$600.00
<input type="checkbox"/>	Daily Meal Per Diem Allowance	Nashville, Tennessee, UNITED STATES	07/24/2025	\$355.50	\$355.50

Exhibit 9

8. On the Edit Approval Flow screen, select **+Add Step** in the Approval Flow where you would like to add an Approver.

Exhibit 10

9. In the **User-Added Approver** field, enter the name of the Approver you want to be added into the Approval Flow
 >Select the Approvers Name from the dropdown menu
 >**Save**.

Exhibit 11

7. The added Approver is now visible in the Approval Flow.

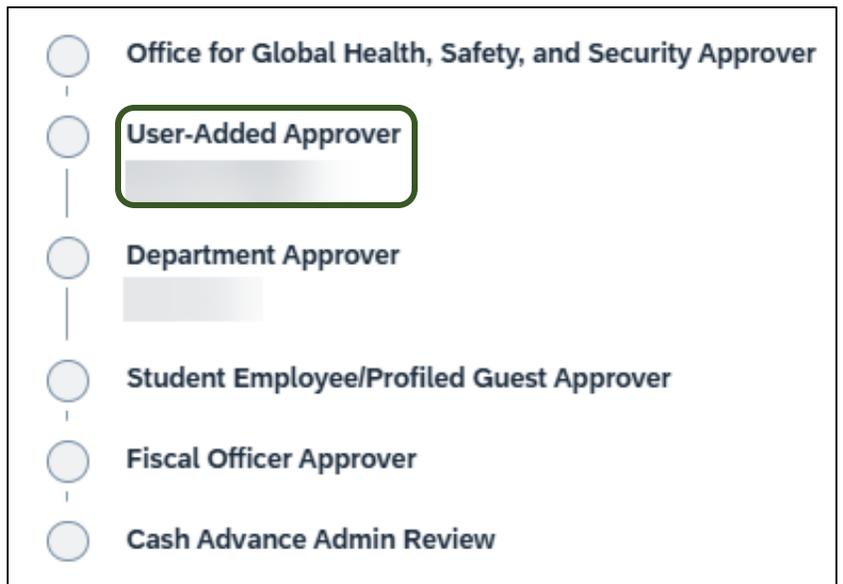


Exhibit 12

6. In the Expected Expenses section, select **Add** and enter estimated amounts for each of the Student Employee expenses. Select the expense types that apply.

Exhibit 13

Some common expenses are *Air Ticket, Car Rental, Hotel Reservation, and Daily Meal Per Diem Allowance.*

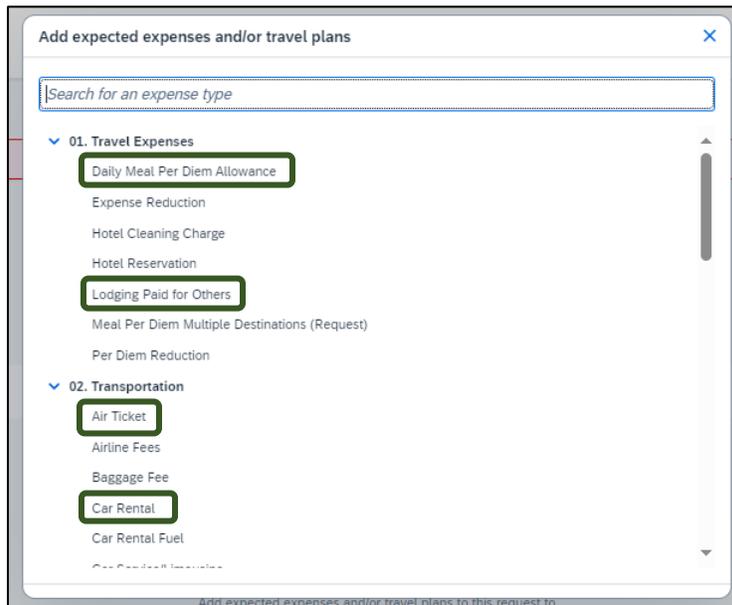


Exhibit 14

7. To add documents for your approvers review, select the **Attachments** dropdown menu

>**Attach Documents**

>**Upload and Attach**

>double click the file you want to upload.



Exhibit 15

NOTE: Preferred attachment formats are JPEG or PDF.

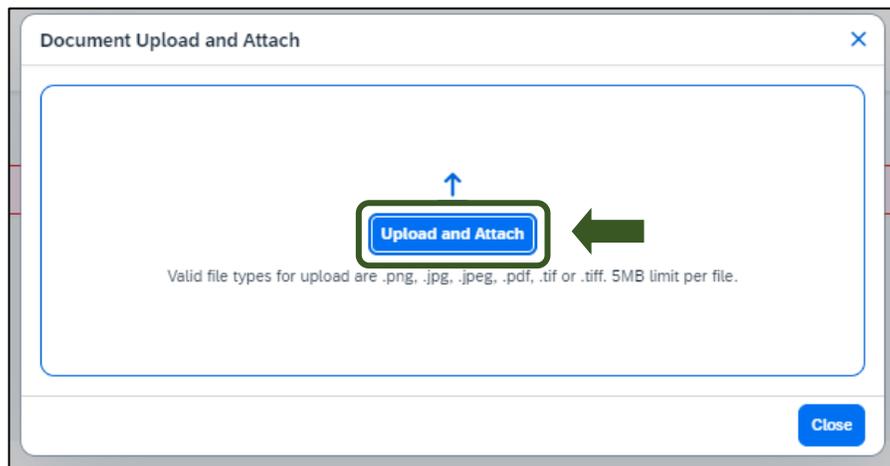


Exhibit 16

8. The red folder icon will indicate the file is uploaded for the approvers review.



Exhibit 17

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

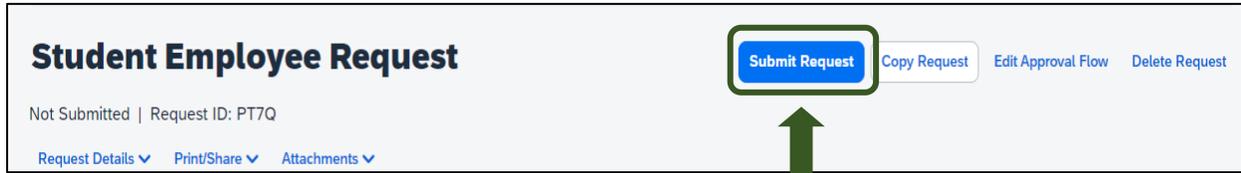


Exhibit 18

10. Select **Accept and Continue** to send the request to the approver.

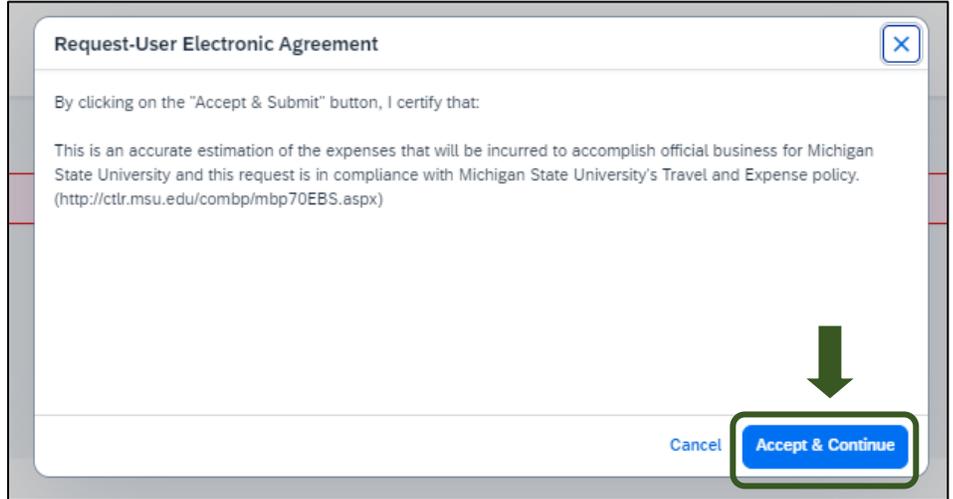


Exhibit 19

NOTE: New features in the submitted Request tile display the Request ID and the name of the individual that is pending to grant approval.

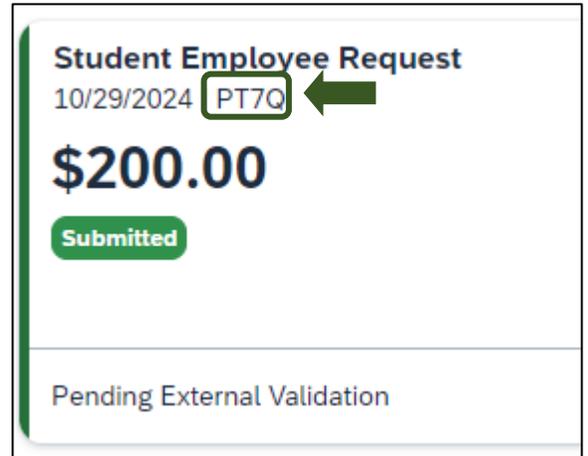


Exhibit 20

Student Non-Employee Request

Michigan State University employees will submit a travel Request in Concur with requested trip expenses on behalf of a non-employee student, including **Undergraduate** and **Graduate Students**.

1. Start at the **Concur Homepage**, select **Start a Request**.

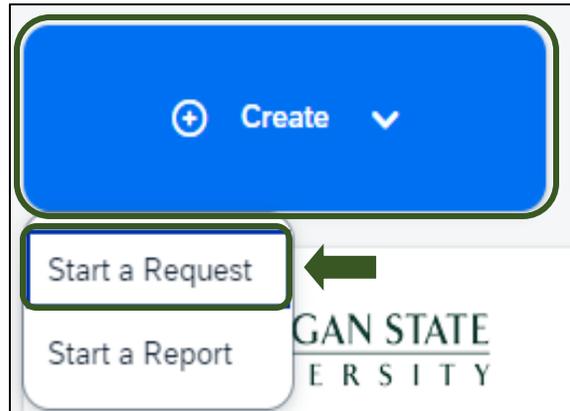


Exhibit 21

2. On the Create New Request screen, in the **Request Policy** field, select **Non-Profiled Traveler Policy**.

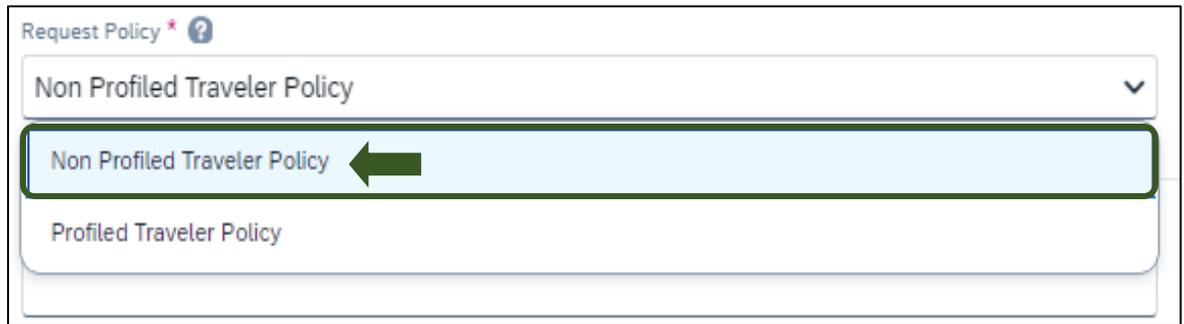


Exhibit 22

3. In the **Traveler Type** field, select **Guest**. This must be selected so the Student is reimbursed when the Expense Report is created, rather than the person that created the Request.

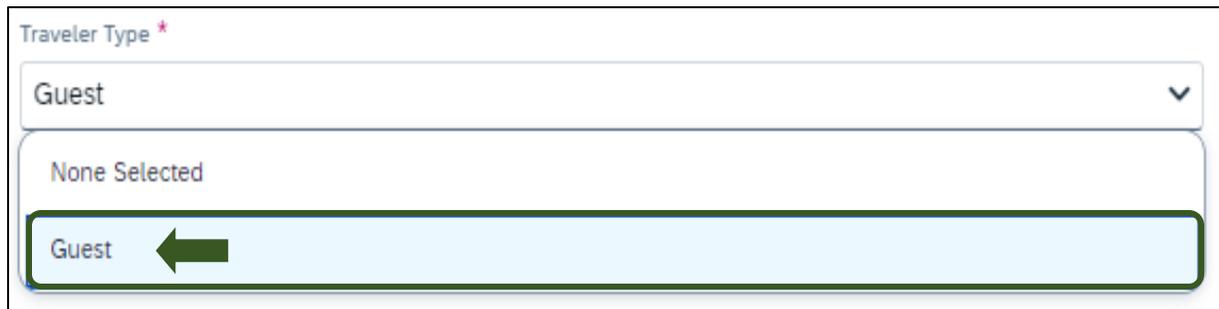


Exhibit 23

NOTE: Student will need to be set up as a vendor in KFS to be reimbursed for any travel expenses in the Expense Report.

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

Exhibit 24

NOTE: Entries in the **Request/Trip Name** field, populate the Accounting String in KFS.

6. If you need to edit your Request Approver, select **Edit Approval Flow**.

Alert	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Hotel Reservation	Nashville, Tennessee	07/24/2025	\$600.00	\$600.00
<input type="checkbox"/>	Daily Meal Per Diem Allowance	Nashville, Tennessee, UNITED STATES	07/24/2025	\$355.50	\$355.50

Exhibit 25

7. On the Edit Approval Flow screen, select **+Add Step** in the Approval Flow where you would like to add an Approver.

Exhibit 26

8. In the **User-Added Approver** field, enter the name of the Approver you want to be added into the Approval Flow
 >Select the Approvers Name from the dropdown menu
 >**Save.**

Exhibit 27

9. The added Approver is now visible in the Approval Flow.

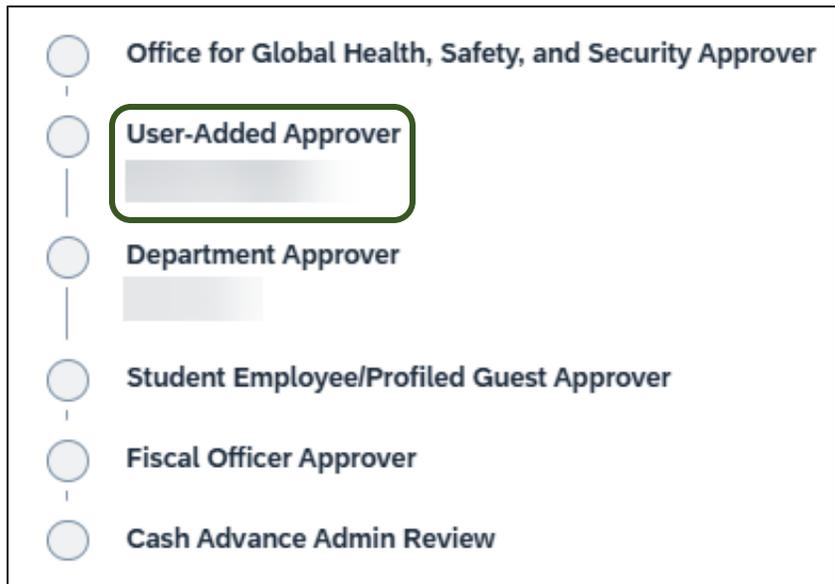


Exhibit 28

10. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your Guest's expenses. Select the expense types that apply.

The screenshot shows the 'Student Employee Request' interface. At the top right, there are buttons for 'Submit Request', 'Copy Request', 'Edit Approval Flow', and 'Delete Request'. Below these, it says 'Not Submitted | Request ID: PT7Q'. There are also links for 'Request Details', 'Print/Share', and 'Attachments'. The main section is titled 'EXPECTED EXPENSES'. At the bottom right of this section, there is an 'Add' button with a plus sign, which is highlighted with a green box and a green arrow pointing to it from the right. Other buttons like 'Delete' and 'Allocate' are partially visible.

Exhibit 29

Some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, and *Daily Meal Per Diem Allowance*.

The screenshot shows a modal window titled 'Add expected expenses and/or travel plans'. It features a search bar at the top with the placeholder text 'Search for an expense type'. Below the search bar, there are two main categories:

- 01. Travel Expenses**: This category is expanded and includes several sub-items: 'Daily Meal Per Diem Allowance' (highlighted with a green box), 'Expense Reduction', 'Hotel Cleaning Charge', 'Hotel Reservation' (highlighted with a green box), 'Lodging Paid for Others', 'Meal Per Diem Multiple Destinations (Request)', and 'Per Diem Reduction'.
- 02. Transportation**: This category is also expanded and includes: 'Air Ticket' (highlighted with a green box), 'Airline Fees', 'Baggage Fee', 'Car Rental' (highlighted with a green box), and 'Car Rental Fuel'.

 At the bottom of the modal, there is a small text line: 'Add expected expenses and/or travel plans to this request to'.

Exhibit 30

11. To add documents for an approvers review, select the **Attachments** dropdown menu >**Attach Documents** >**Upload and Attach** >double click the file you want to upload.



Exhibit 31

NOTE: Preferred attachment formats are JPEG or PDF.

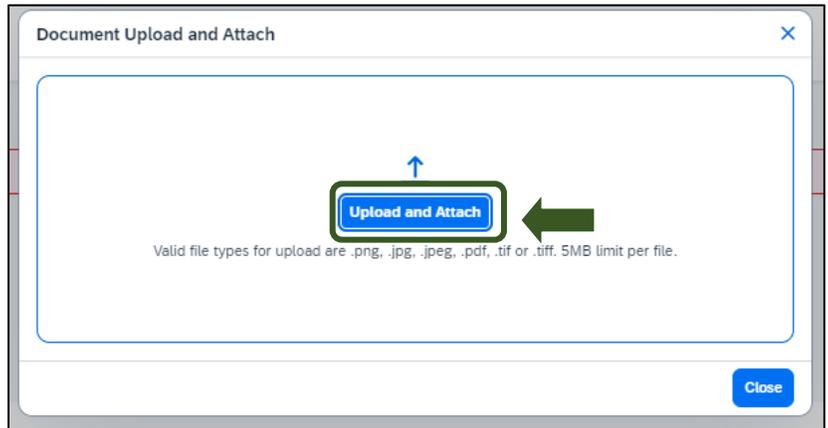


Exhibit 32

12. The red folder icon will indicate the file is uploaded for your approvers review.



Exhibit 33

13. When you have completed the Guest's Expected Expenses and your request is ready, select **Submit Request**.

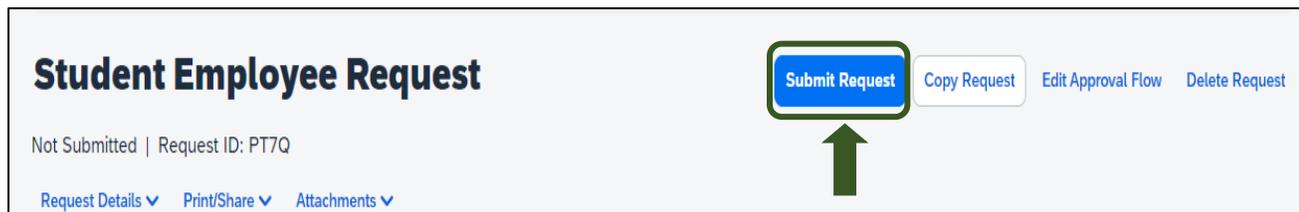
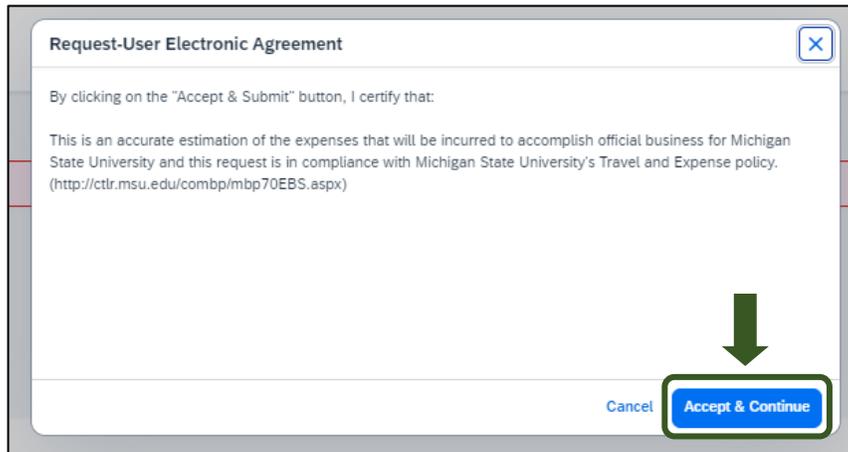


Exhibit 34

14. Select **Accept and Continue** to send the request to your approver.



The dialog box is titled "Request-User Electronic Agreement" and contains the following text: "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>)". At the bottom right, there are two buttons: "Cancel" and "Accept & Continue". A green arrow points down to the "Accept & Continue" button, which is also highlighted with a green border.

Exhibit 35

NOTE: New features in the submitted Request tile display the Request ID and the name of the individual that is pending to grant approval.



The tile displays the following information: "Student Non-Employee Request", the date "10/28/2024", and the name "PT7V" (circled in green with a green arrow pointing left). Below this is the amount "\$280.00" and a green "Submitted" button. At the bottom, a green box contains the text "Pending Fiscal Officer Approval" with a green arrow pointing left.

Exhibit 36