How to Create and Submit an Event/Group Travel Request

Michigan State University employees can submit an **Event Travel Request** in MSU's Concur system with your requested trip expenses and distribute it (also called **Bursting**) to multiple MSU employees. An **Event Travel Request** allows 1 Request to be used by multiple travelers. Typical reasons to create an **Event Travel Request** include preparing requests for multiple travelers all attending the same conference or going to the same destination.

1. Start at the **Concur Homepage**, select **Home** >**Requests**.

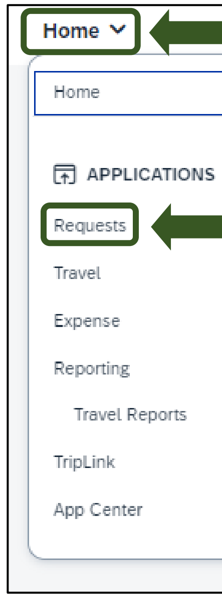

Exhibit 1

2. Select **Create New Request** >**Create New Event Request**.

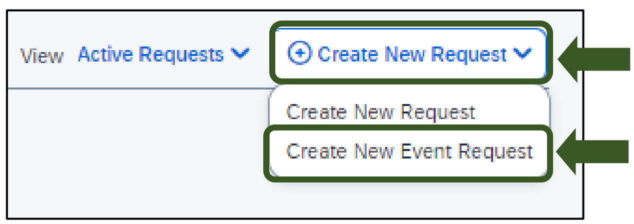

Exhibit 2

3. 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.

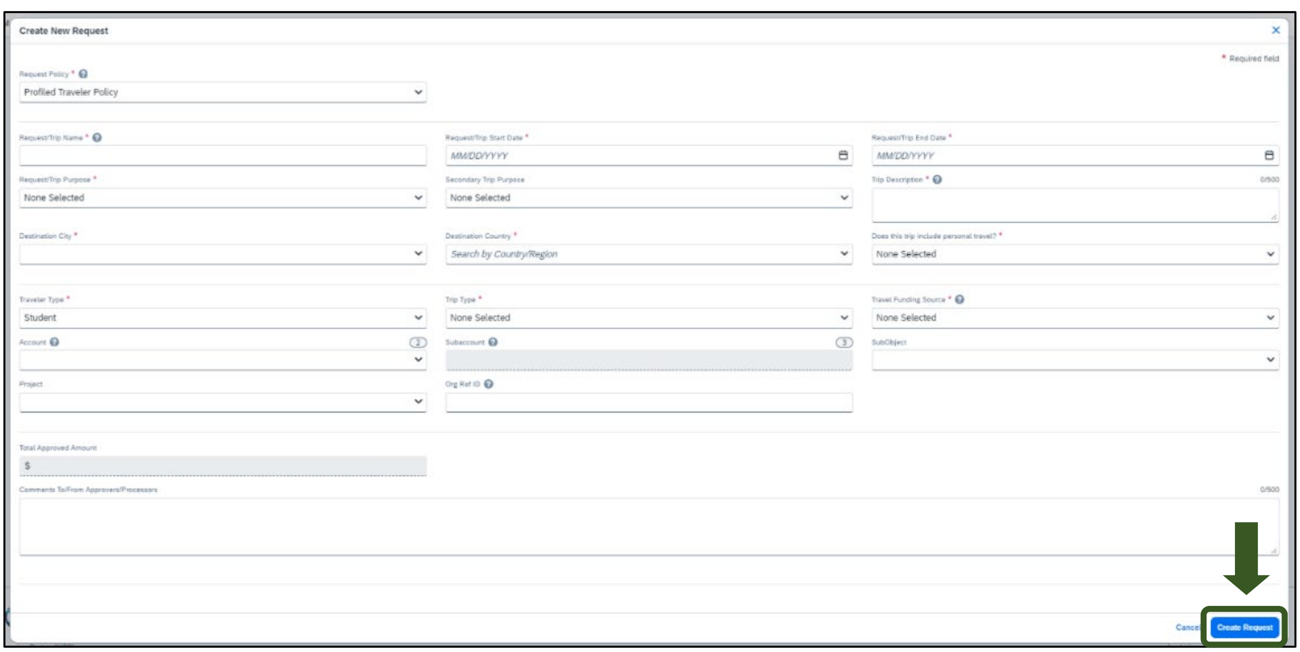

Exhibit 3

NOTE: Anything entered in the **Request/Trip Name** field, populates in the Accounting String in KFS.

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4. In the **Participant** section, enter the names of the individuals that will be included in the Event Request. Repeat this process to add Participants. Once all participants have been added, select **Save**.

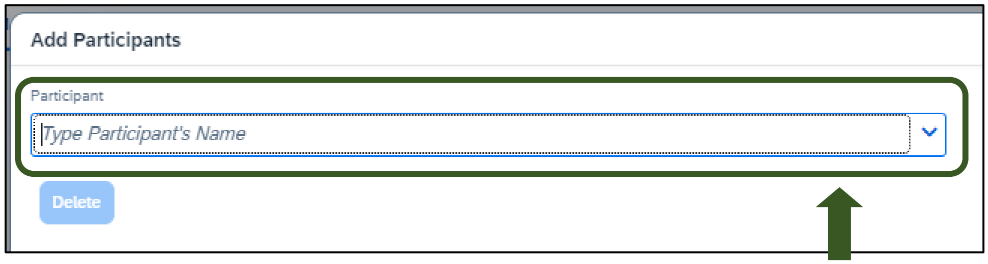

Exhibit 4

NOTE: If you do not see the name you are looking for, contact concurhelp@msu.edu.

5. Within the Request you can now see the **Participants Icon** which displays the individuals that were added to this Request.

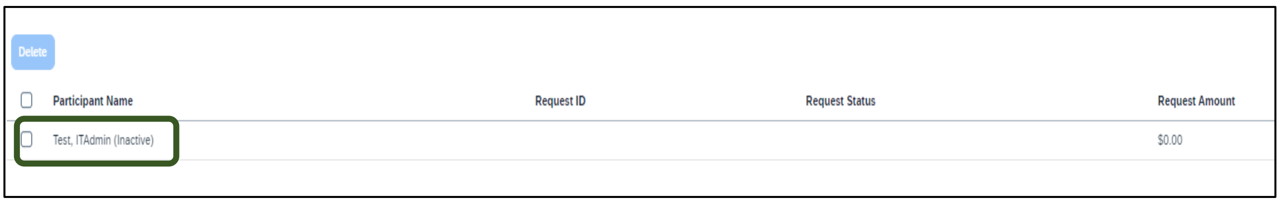

Exhibit 5

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

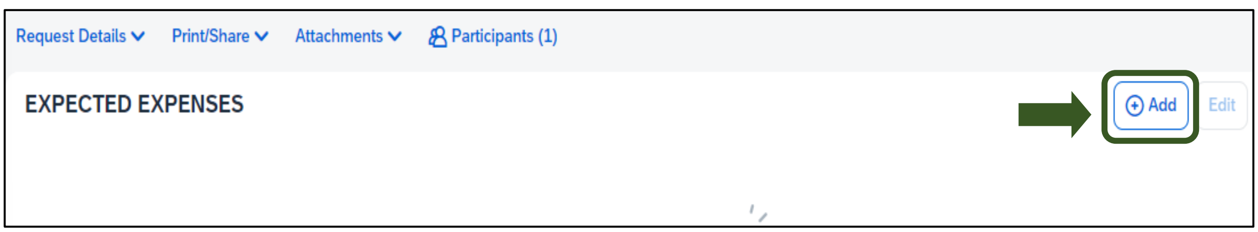

Exhibit 6

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

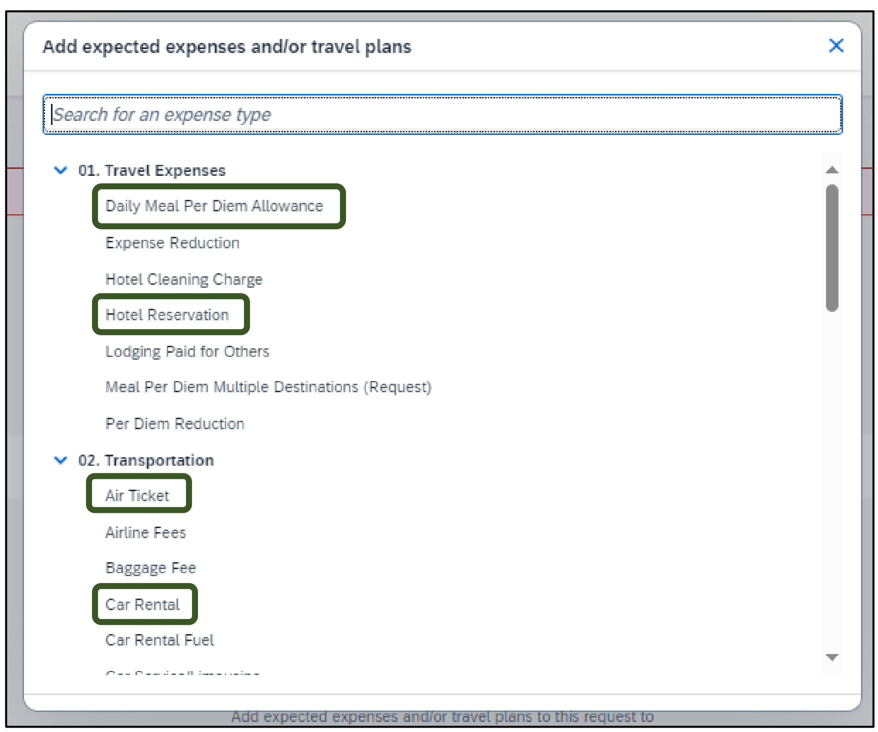

Exhibit 7

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8. 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.

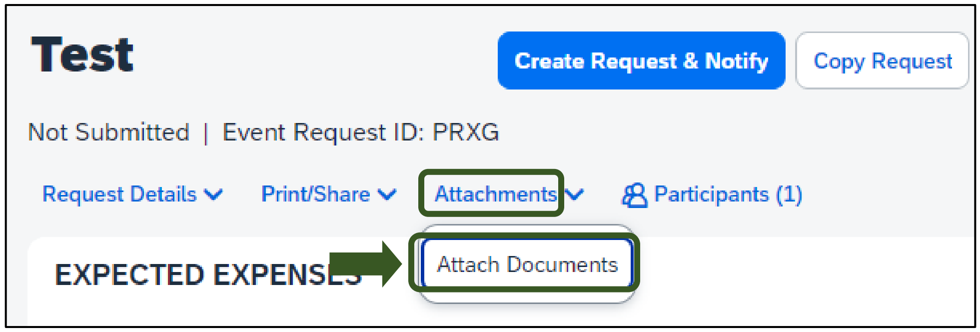

Exhibit 8

NOTE: Preferred attachment formats are JPEG or PDF.

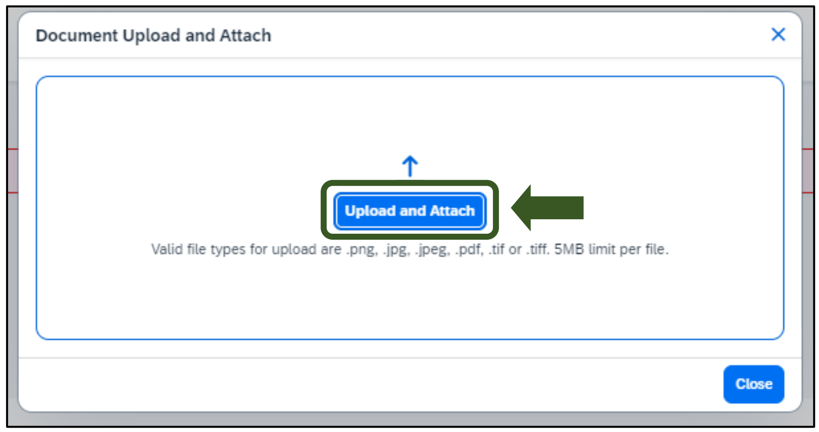

Exhibit 9

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

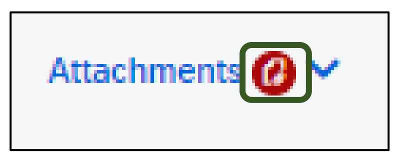

Exhibit 10

10. When all Expected Expenses have been added, select **Create Request & Notify.**

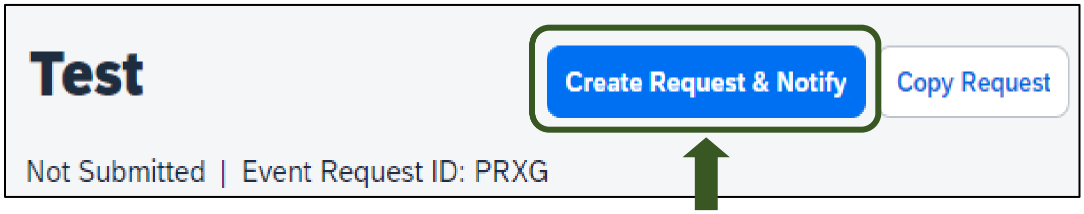

Exhibit 11

The Authorization Request is distributed to each Participant to modify and Submit in their own profile. If a delegate will be submitting on their behalf, they will delegate into each Request individually and Submit the Request. Once submitted, the Requests will then route for appropriate approvals.

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

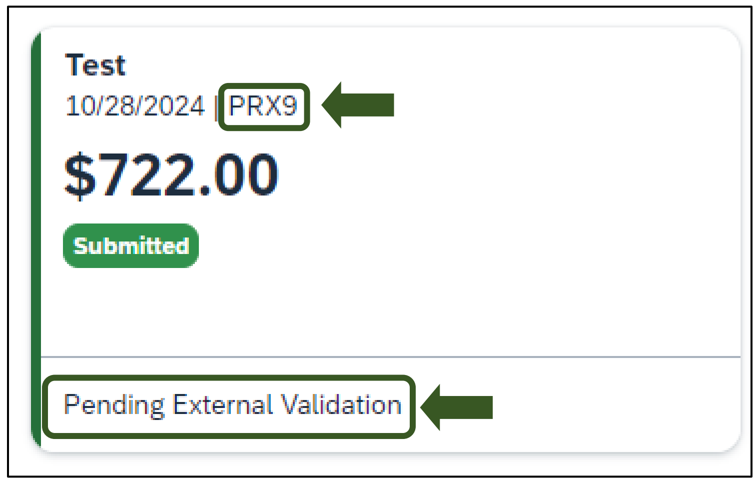

Exhibit 2