

How to Create and Submit a Guest 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 Guest.

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

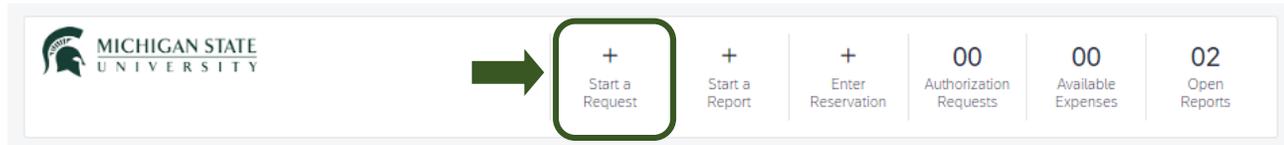


Exhibit 1

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

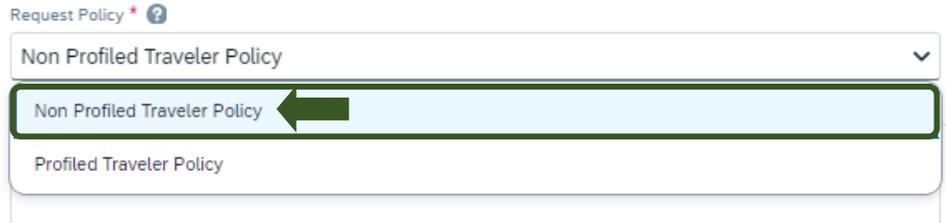


Exhibit 2

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

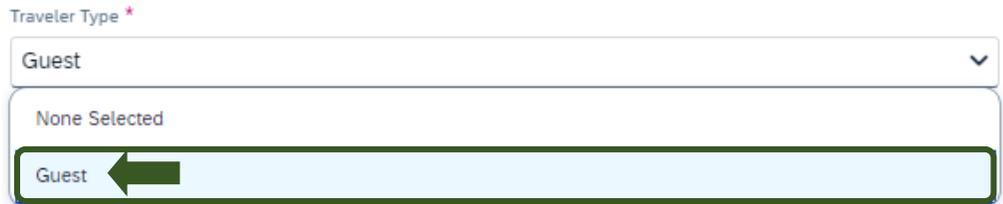


Exhibit 3

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

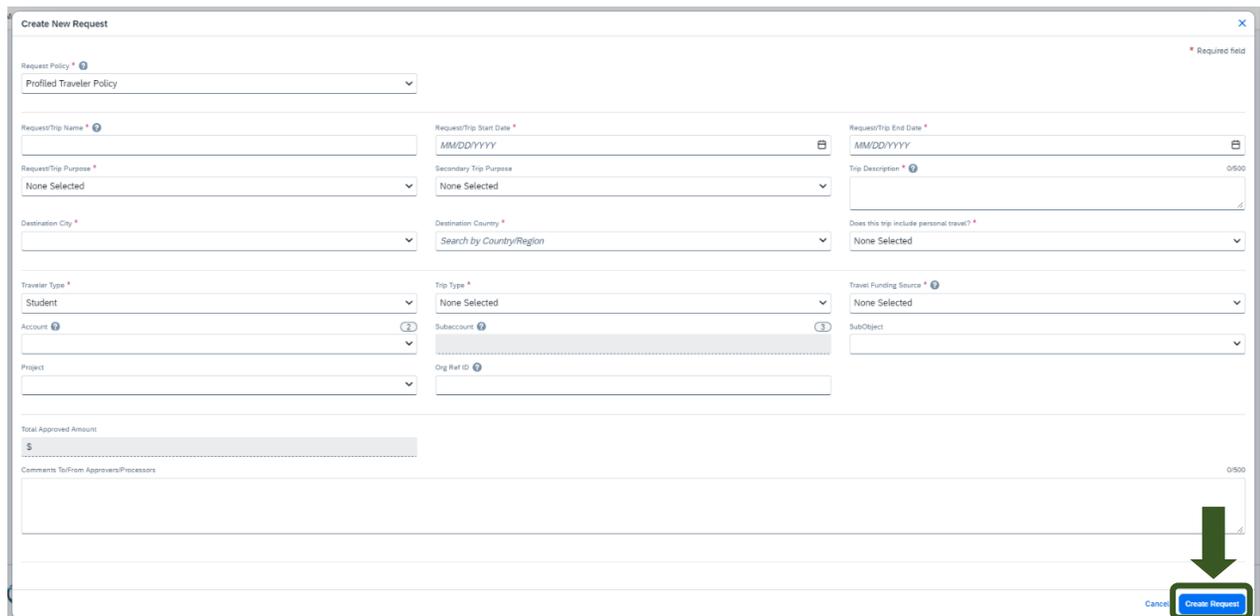


Exhibit 4

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

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5. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your Guest’s expenses. Select the expense types that apply. Some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, and *Daily Meal Per Diem Allowance*.

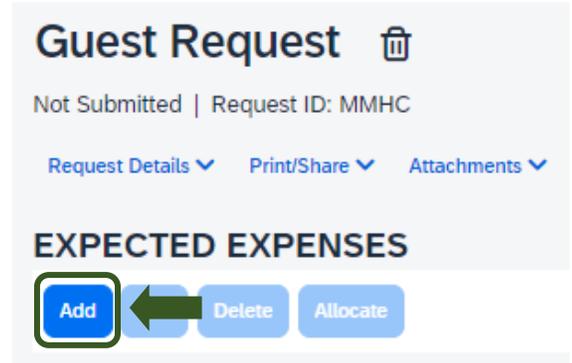


Exhibit 5

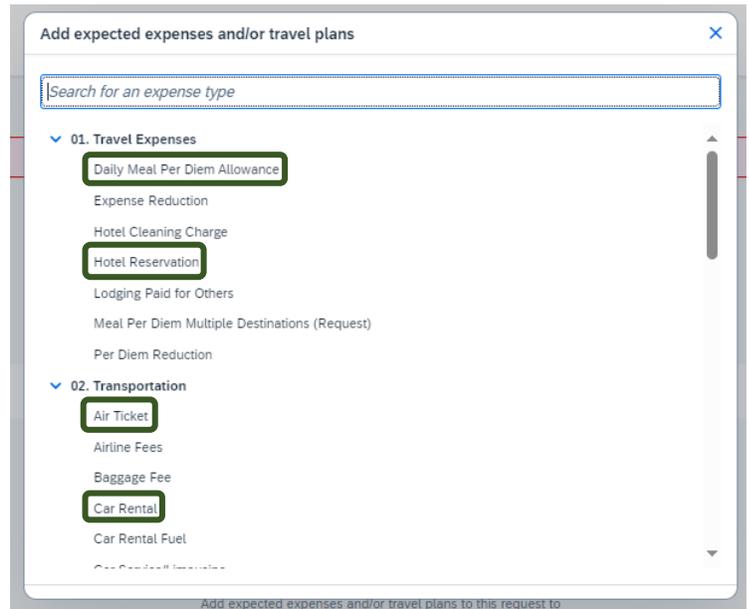


Exhibit 6

6. 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.

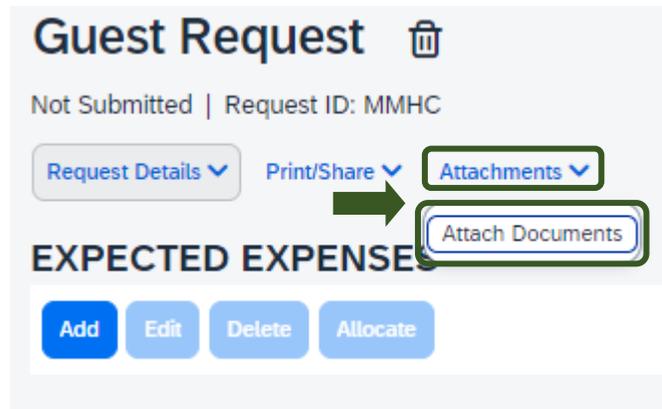


Exhibit 7

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NOTE: Preferred attachment formats are JPEG or PDF.

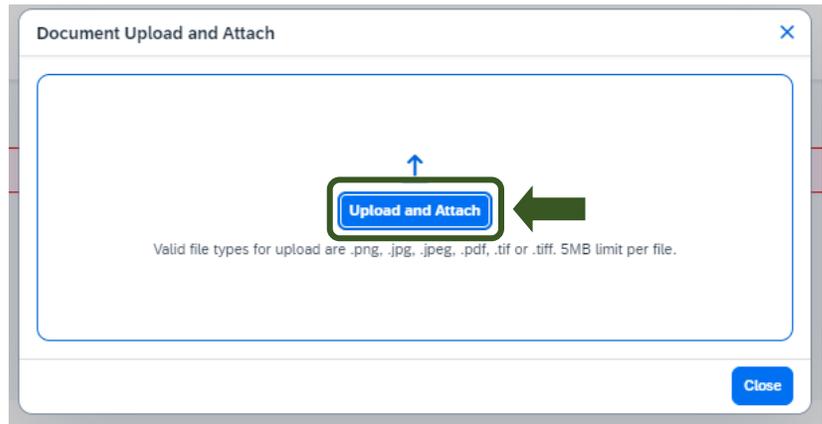


Exhibit 8

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

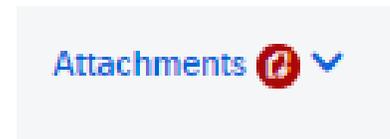


Exhibit 9

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

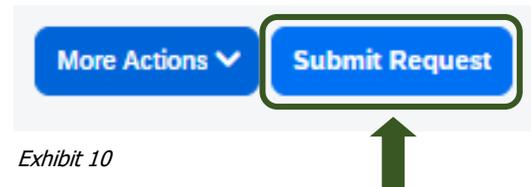


Exhibit 10

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

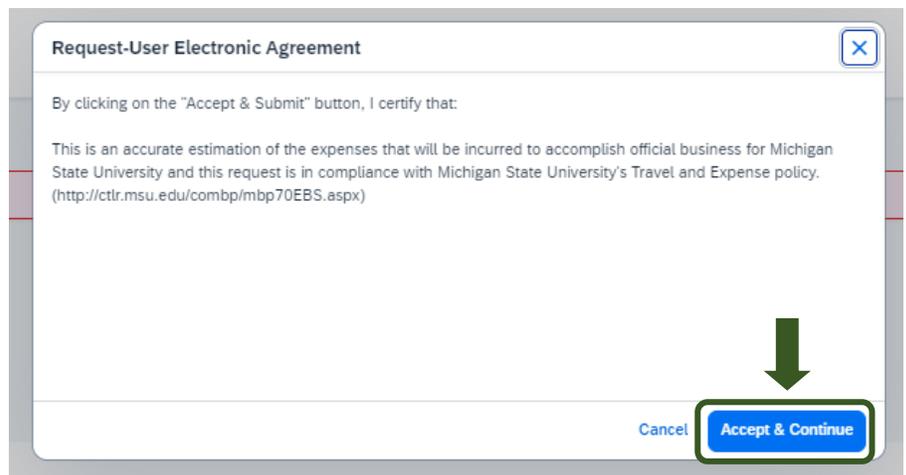
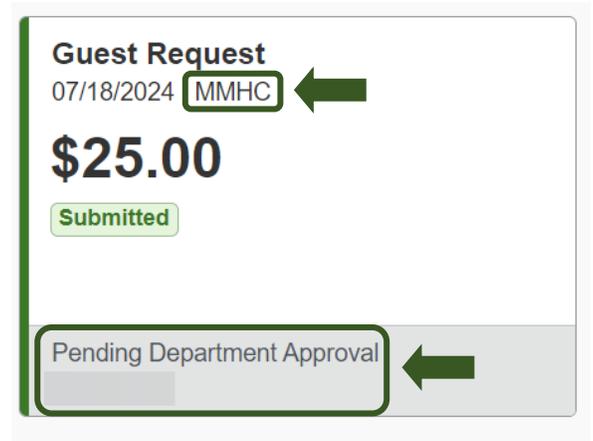


Exhibit 11

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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 screenshot shows a 'Guest Request' tile with the following information:

- Guest Request** (Title)
- 07/18/2024 **MMHC** (Date and Requester Name, with a green arrow pointing to MMHC)
- \$25.00** (Amount)
- Submitted** (Status)
- Pending Department Approval** (Status, with a green arrow pointing to the text)

Exhibit 12