

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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Managing MSU Agency Card Transactions

How to Create an Expense Report

1. Start at the [Concur Homepage](#).
2. Click **Home**, then **Requests**.

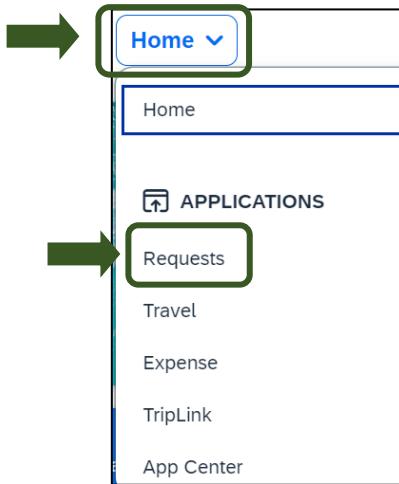


Exhibit 1

3. Select the approved request that you want to build your expense report.

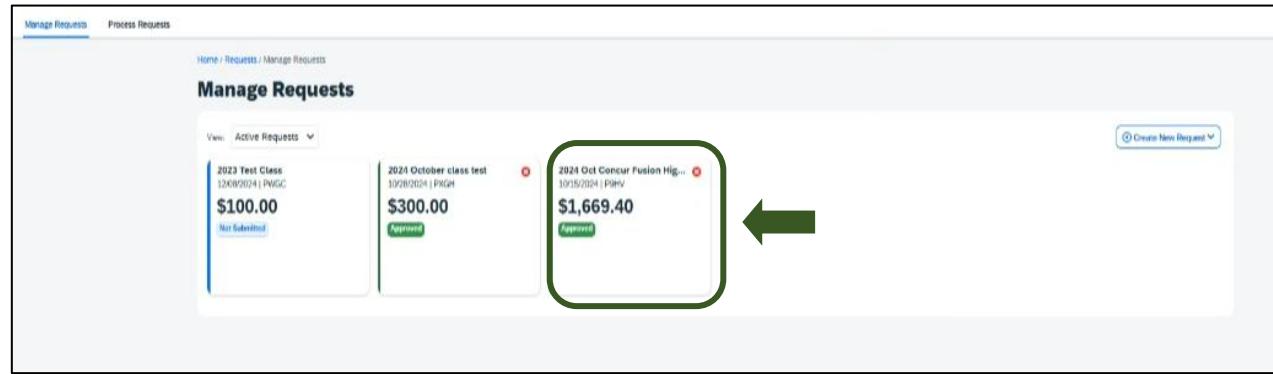


Exhibit 2

4. Select **Create Expense Report**.



Exhibit 3

5. Click **Add Expense**.

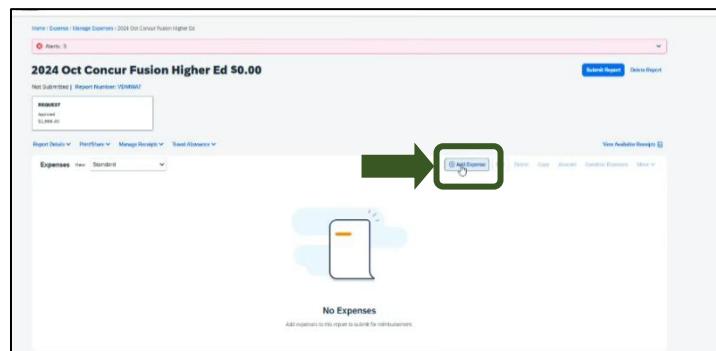
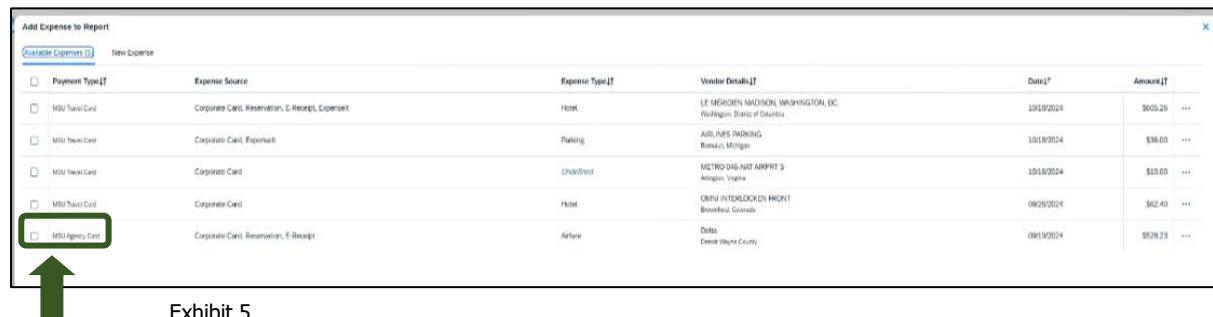


Exhibit 4

Managing MSU Agency Card Transactions

6. Select any **agency card transactions** that you want to add

> **Add to report**



Add Expense to Report

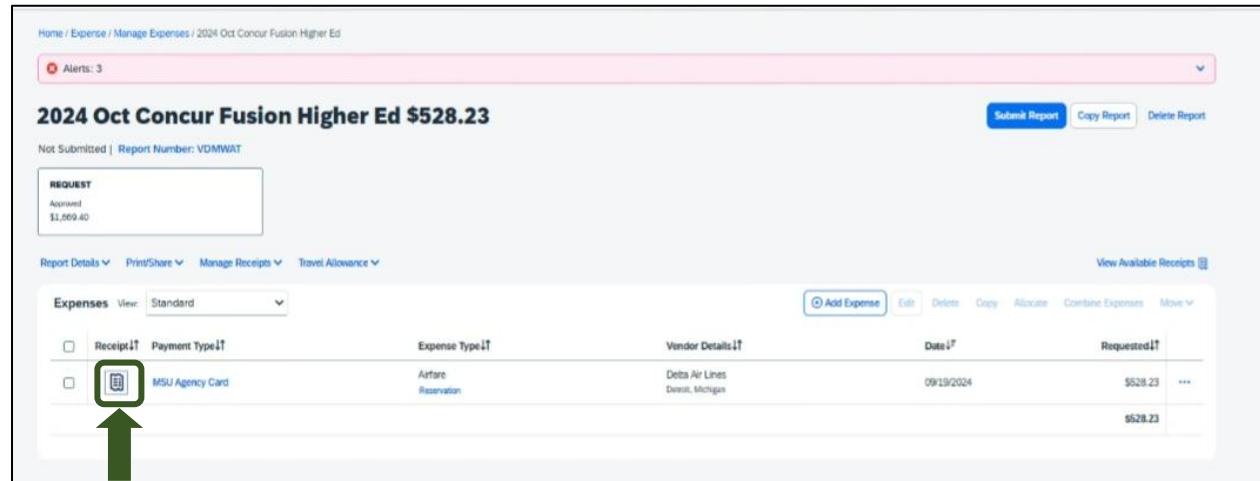
Available Expenses **New Expense**

Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/> MSU Travel Card	Corporate Card, Reservation, E-Receipt, Expense	Hotel	LE MERIDEN MADISON, WASHINGTON, DC Washington, District of Columbia	10/19/2024	\$605.29
<input type="checkbox"/> MSU Travel Card	Corporate Card, Expense	Parking	ASUIMS PARKING Romeo, Michigan	10/18/2024	\$38.00
<input type="checkbox"/> MSU Travel Card	Corporate Card	Unspecified	METRO DAB-NAT AIRPORT 9 Arlington, Virginia	10/18/2024	\$10.00
<input type="checkbox"/> MSU Travel Card	Corporate Card	Hotel	OMNI INTERLOCKEN HOTEL Broomfield, Colorado	09/29/2024	\$62.40
<input checked="" type="checkbox"/> MSU Agency Card	Corporate Card, Reservation, E-Receipt	Airfare	Delta Detroit Wayne County	09/19/2024	\$528.23

Exhibit 5

7. The agency card transaction has been added.

8. To see the final view, click on the receipt icon. Exhibit 6 shows the final view.



2024 Oct Concur Fusion Higher Ed \$528.23

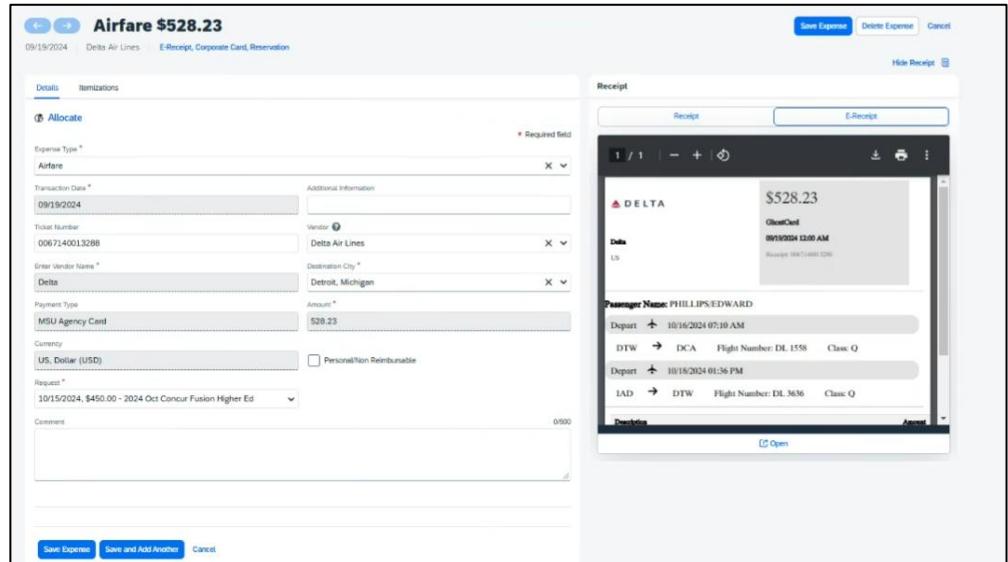
Not Submitted | Report Number: VDMWAT

REQUEST
Approved
\$1,889.40

Report Details **View** Print/Share **Manage Receipts** Travel Allowance **Add Expense** Edit Delete Copy Allocate Combine Expenses Move

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
 MSU Agency Card	Airfare Reservation	Delta Air Lines Detroit, Michigan	09/19/2024	\$528.23	\$528.23

Exhibit 6



Airfare \$528.23

09/19/2024 Delta Air Lines E-Receipt, Corporate Card, Reservation

Allocate

Expense Type * Airfare
Transaction Date * 09/19/2024
Ticket Number 006714013288
Enter Vendor Name * Delta
Payment Type MSU Agency Card
Currency US, Dollar (USD)
Request * 10/15/2024, \$450.00 - 2024 Oct Concur Fusion - Higher Ed
Comment

Receipt

Receipt E-Receipt

Delta
\$528.23
GlobeOne
09/19/2024 12:00 AM
Flight 106714013288
Passenger Name: PHILLIPS/EDWARD
Depart DTW → DCA Flight Number: DL 1558 Class: Q
Depart DTW → 10/18/2024 01:56 PM Flight Number: DL 3636 Class: Q
Destination

Exhibit 7

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.



Exhibit 8

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

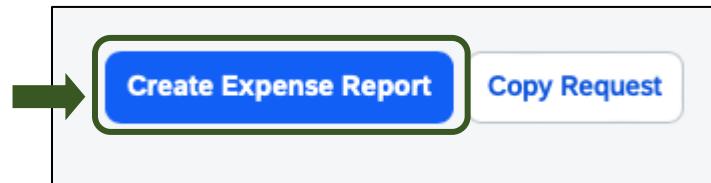


Exhibit 9

3. Complete the Expense Report.

Expense type	Details	Date	Amount	Requested
Rental	East Lansing, Michigan - Grand Rapids, Michigan	01/01/2025	\$1.00	\$1.00
			\$1.00	

Exhibit 10

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 11

5. Select **Add Expense**.

Exhibit 12

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

Exhibit 13

Managing MSU Agency Card Transactions

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 14

8. Save all Expenses that have been added.

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

Exhibit 15

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

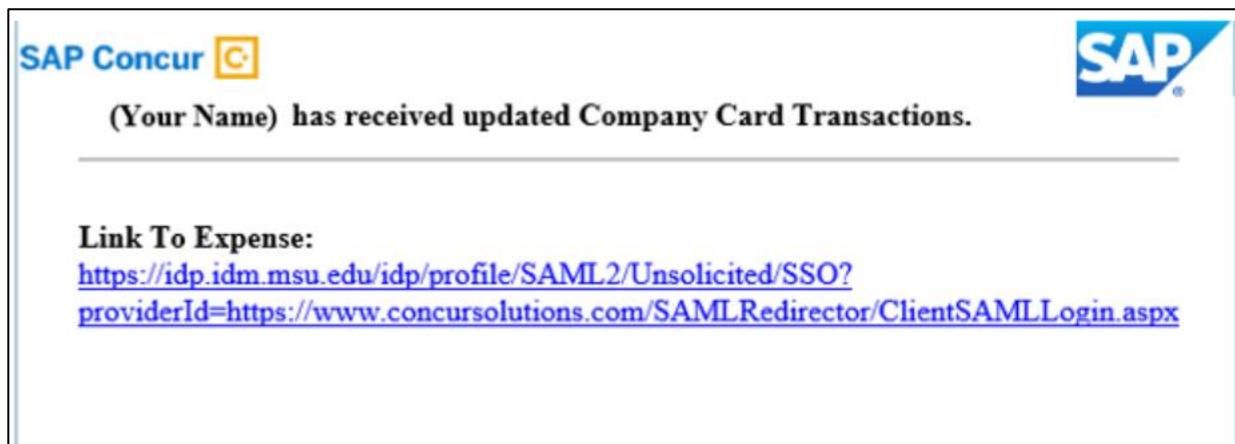
Exhibit 16

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:



The image shows an email from SAP Concur. The subject line is "(Your Name) has received updated Company Card Transactions." The body of the email contains a link to expense, with the URL being <https://idp.idm.msu.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https://www.concursolutions.com/SAMLRedirector/ClientSAMLLogin.aspx>.

Exhibit 17

- 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.

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 18