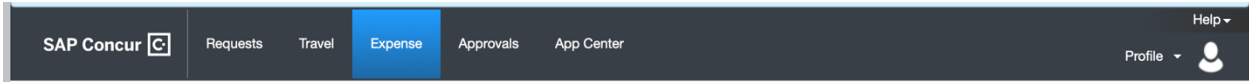


## Important Decision: What policy should I choose?

### Who am I?



This screenshot depicts that you are logged into Concur and acting as yourself. On the far right side, you see “Profile” and one person. You are in your profile.



This screenshot depicts that you are logged into Concur and acting on behalf of Traveler2. On the far right side, you see “Acting as Test, Traveler2” and show two people. You are in Traveler2’s profile. (For information on how to act on behalf of another traveler, please refer to Page 10 of the [Expense User Guide – Acting as a Delegate](#)).

### What are the different policies available?

MSU has two policies to choose from: Profiled Traveler Policy and Non Profiled Traveler Policy. (screenshot below)

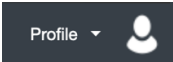
The Profiled Traveler Policy is used if the person traveling is an MSU employee (faculty, staff or student employee). However, when using the Profiled Traveler Policy, be mindful of the person identified in the “Who Am I” section above.

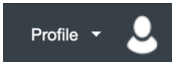
The Non Profiled Traveler Policy is used if the person traveling is a guest of MSU or a student who is not employed by MSU.


The screenshot shows the 'Request' form in SAP Concur. The 'Request Policy' dropdown menu is open, showing two options: 'Profiled Traveler Policy' (which is selected) and 'Non Profiled Traveler Policy'. Other fields visible include 'Request/Trip Start Date' and 'Destination City'.

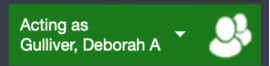
**Why is this important? Who am I trying to pay?**

The combination of the policy you choose and “Who Am I” will determine who will receive any travel reimbursement processed against this request.

If I am logged in as myself  and choose Profiled Traveler Policy, any reimbursement processed against this request will pay me.

If I am logged in as myself  and choose Non Profiled Traveler Policy, any reimbursement processed will ask for a KFS Vendor ID to pay the guest.

If I am acting on behalf of another employee  and choose Profiled Traveler Policy, any reimbursement processed against this request will pay the traveler it is being prepared for, in this case Deborah Gulliver.

If I am acting on behalf of another employee  and choose Non Profiled Traveler Policy, any reimbursement processed will ask for a KFS Vendor ID to pay the guest.