

Student Employee: Travel Requests and Expense reports can be initiated by the student employee but, airline tickets must be booked by a faculty/staff member on behalf of the student using the **Book for a Guest feature**.

Student Non-Employee: Students that are non-employees cannot use Concur Request, Travel or Expense. These activities must be done by a faculty/staff member that has the **Book for a Guest role** active in their Concur session.

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Creating a Request for a Student

Student Employee:

- o Complete their profile, including verifying email address.
- o Assign Delegate rights to the faculty/staff member managing the student employee's Request.

1. Start at the **Concur Homepage**, select the circle with your initials > **Profile Settings**.

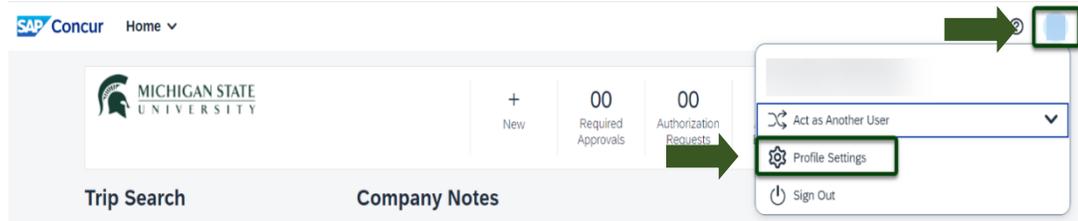


Exhibit 1

2. Select **Request Delegates** under **Request Settings**.

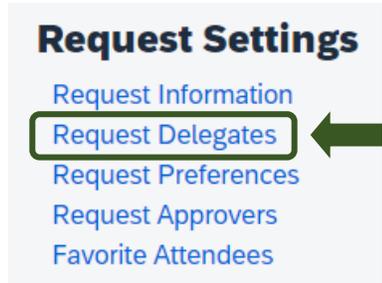


Exhibit 2

3. Select **Add** and enter the *Employee Name, Email Address, or Login ID* of the desired Delegate > Select the individual's name from the pull-down list > **Save**.

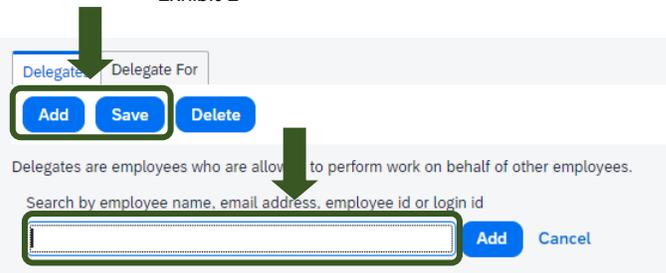


Exhibit 3

4. Either the student employee or the Faculty/Staff member can then create and submit the Request. Create the new Request and in the **Request Policy** field, select **Profiled Traveler Policy**.



Exhibit 4

5. In the **Traveler Type** field, select **Student**.



Exhibit 5

Student Non-Employee:

- A faculty/staff member has to be the one to create a new Request. In the **Request Policy** field, select **Non-Profiled Traveler Policy**.

Request Policy * ?

Non Profiled Traveler Policy

Non Profiled Traveler Policy

Profiled Traveler Policy



Exhibit 6

- Select **Guest** in the Traveler Type field.

Traveler Type *

Guest

None Selected

Guest



Exhibit 7

Booking Travel for a Student

Specifically, airline tickets for a student (this applies both for student employees and student non-employees) a faculty/staff member needs to be the one to book.

- After logging in to Concur, select **Book for a Guest** if you are a faculty/staff member booking on behalf of a student.
- Select **Book for Myself** if you are a student employee booking a car rental and/or hotel reservation.
- Select the **Air/Rail**, **Car**, and/or **Hotel** tab and complete the necessary fields.
- After booking, you will then be able to pay for it with the MSU card on file in Concur (Conlin Agency Card).

NOTE: If you do not have the Book for a guest role active in your profile, please email concurhelp@msu.edu requesting the role to be added to your profile.

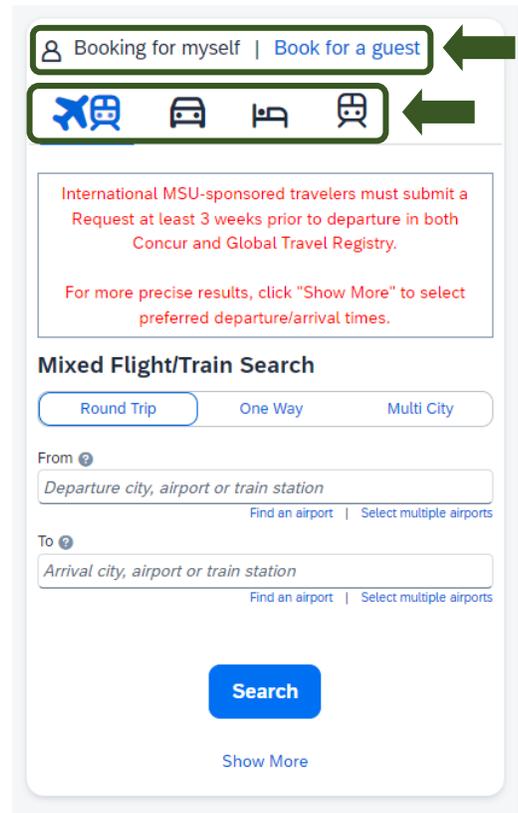


Exhibit 8

Creating an Expense Report for a Student

Student Employee:

- Once the charge is available in the faculty/staff member's Concur Expense Available Expenses, the faculty/staff member must email accounting@ctrl.msu.edu requesting to have the card transaction transferred from their profile to the student employee's profile.
- Delegate or student employee can create and submit the expense report.

Student Non-Employee:

- Delegate will create and submit the expense report on behalf of the non-employee student.
- If a reimbursement is due to the student, create an SP vendor in KFS for the non-employee student and use that SP Vendor code when creating the expense report in Concur.

Student Employee and Student Non-Employee Permissions Chart

	Student Employee	Student Non-Employee
Complete & Update Profile	X	
Assign Delegate to Faculty/Staff	X	
Create & Submit Request	X	
Faculty/Staff Create & Submit Request using "Book for a guest"	X	X
Faculty/Staff Books Airfare	X	X
Faculty/Staff Email accounting@ctrl.msu.edu to transfer card transactions to profile	X	
Create & Submit Expense Report	X	
Faculty/Staff Create & Submit Expense Report	X	X
Faculty/Staff Create SP Vendor in KFS		X