**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:
- Complete their profile, including verifying email address.
- 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.

2. Select Request Delegates under Request Settings.

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.

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.

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

- Select Guest in the Traveler Type field.

Exhibit 6

Exhibit 7
Managing Student Travel in Concur: Requests, Travel, & Expense

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.
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@ctlr.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

<table>
<thead>
<tr>
<th>Task</th>
<th>Student Employee</th>
<th>Student Non-Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete &amp; Update Profile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Assign Delegate to Faculty/Staff</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create &amp; Submit Request</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Create &amp; Submit Request using “Book for a guest”</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Books Airfare</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Email <a href="mailto:accounting@ctlr.msu.edu">accounting@ctlr.msu.edu</a> to transfer card transactions to profile</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Create &amp; Submit Expense Report</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Create &amp; Submit Expense Report</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Faculty/Staff Create SP Vendor in KFS</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>