

Michigan State University employees can submit an **Event Travel Request** in MSU's Concur system with your requested trip expenses and distribute it (also called **Bursting**) to multiple MSU employees. An **Event Travel Request** allows 1 Request to be used by multiple travelers. Typical reasons to create an **Event Travel Request** include preparing requests for multiple travelers all attending the same conference or going to the same destination.

1. Start at the [Concur Homepage](#), select **Home** > **Requests**.

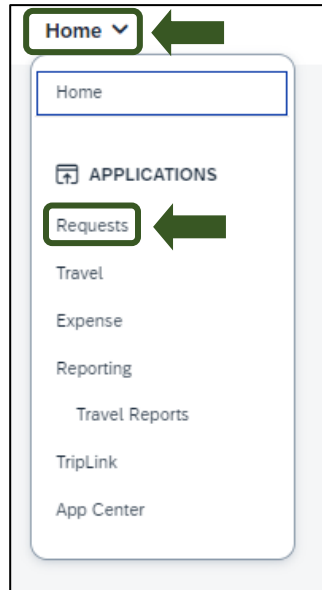


Exhibit 1

2. Select **Create New Request** > **Create New Event Request**.

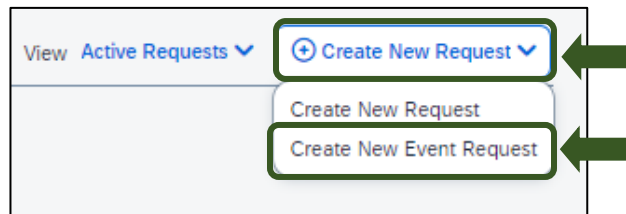


Exhibit 2

3. Enter 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.

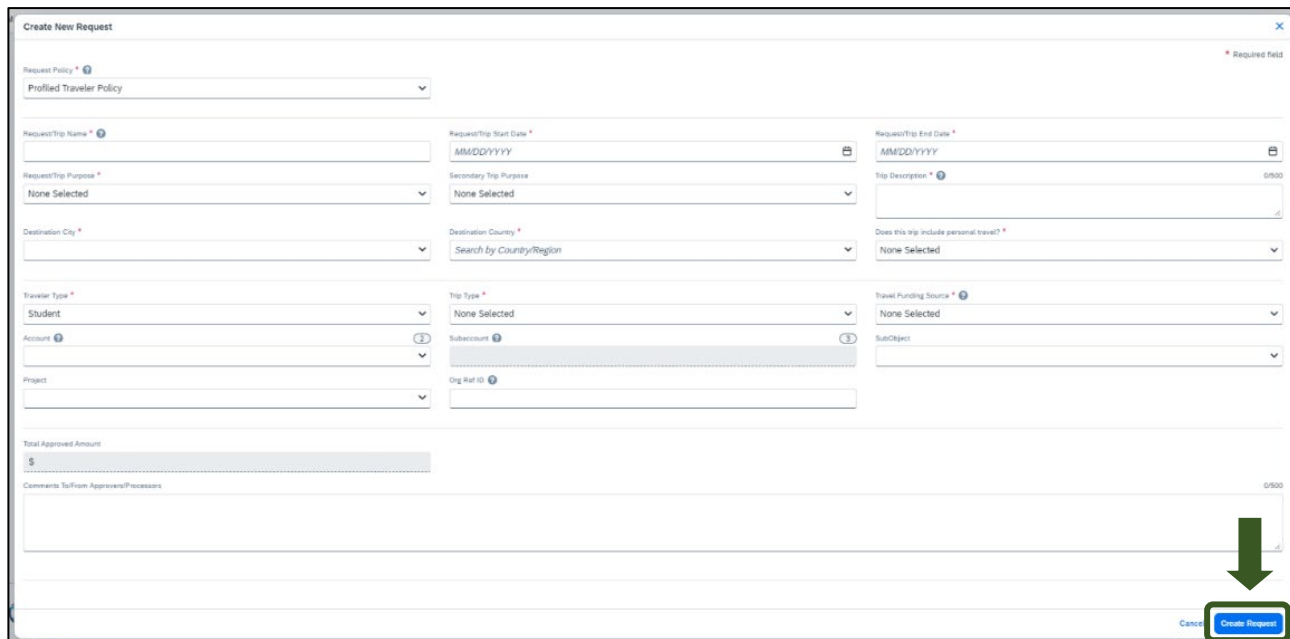


Exhibit 3

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

4. In the **Participant** section, enter the names of the individuals that will be included in the Event Request. Repeat this process to add Participants. Once all participants have been added, select **Save**.

Exhibit 4

NOTE: If you do not see the name you are looking for, contact [concurhelp@msu.edu](mailto:concurhelp@msu.edu).

5. Within the Request you can now see the **Participants Icon** which displays the individuals that were added to this Request.

Participant Name	Request ID	Request Status	Request Amount
Test, TAdmin (Inactive)			\$0.00

Exhibit 5

6. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your trip expenses. Select the expense types that apply.

Exhibit 6

Some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, *Motor Pool*, and *Daily Meal Per Diem Allowance*.

Exhibit 7

8. 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.

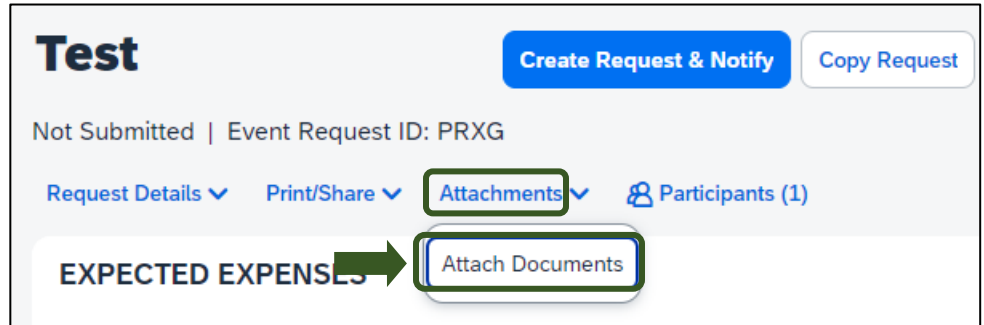


Exhibit 8

NOTE: Preferred attachment formats are JPEG or PDF.

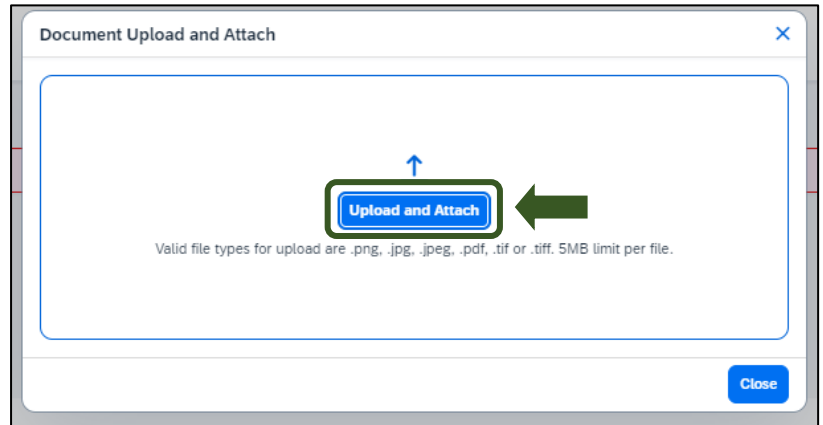


Exhibit 9

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

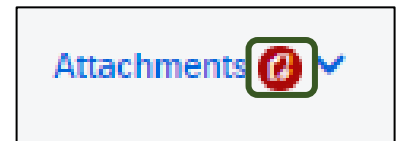
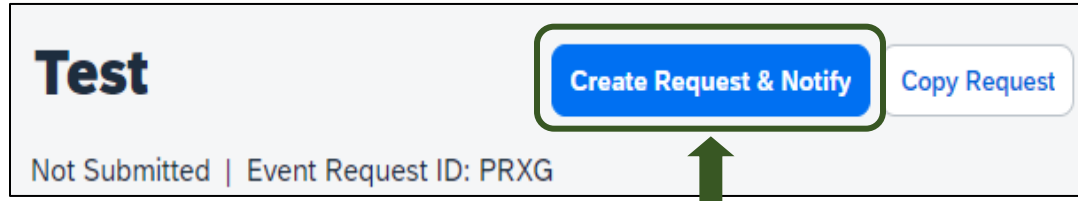


Exhibit 10

10. When all Expected Expenses have been added, select **Create Request & Notify**.

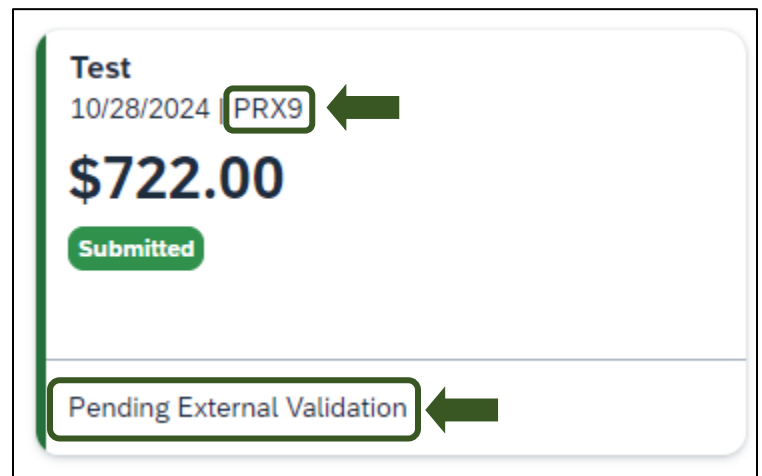


The screenshot shows a light gray tile with the word "Test" in large blue font. Below it, in smaller blue font, is "Not Submitted | Event Request ID: PRXG". In the top right corner, there are two buttons: a blue button with white text "Create Request & Notify" and a light gray button with blue text "Copy Request". A green rounded rectangle highlights the "Create Request & Notify" button, and a green arrow points upwards to it.

Exhibit 11

The Authorization Request is distributed to each Participant to modify and Submit in their own profile. If a delegate will be submitting on their behalf, they will delegate into each Request individually and Submit the Request. Once submitted, the Requests will then route for appropriate approvals.

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 light gray tile with the word "Test" in large blue font. Below it, in smaller blue font, is "10/28/2024 | PRX9". A green arrow points to the "PRX9" text. Below that, in large blue font, is "\$722.00". Below the amount, there is a green button with white text "Submitted". At the bottom of the tile, there is a light gray box with the text "Pending External Validation" in blue. A green rounded rectangle highlights this box, and a green arrow points to it from the right.

Exhibit 2