

Michigan State University employees can submit a travel authorization Request in MSU's Concur system that includes requested trip expenses on behalf of Faculty and Staff (acting as a delegate). A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating and submitting Requests. You can only act as a delegate for someone if you have been assigned Delegate rights.

1. Start at the [Concur Homepage](#), select **Profile**
  - >**Act as Another User**
  - >**A Delegate for another user who has granted you this permission**
  - >Enter the individual's name or NetID in **Search by Name or ID** field.

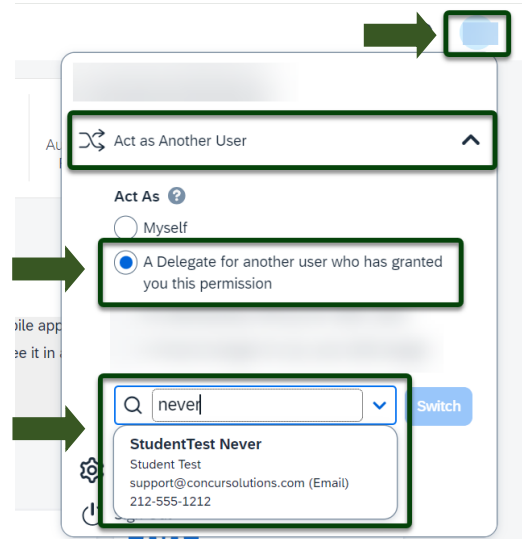


Exhibit 1

NOTE: You will only be able to locate those individuals who have identified you as a **Delegate**. If the user you are attempting to **Delegate** for is not a listed option, please contact the user and request them to add you as a **Delegate**.

2. Select the Faculty/Staff member's name from pull-down list
  - >**Switch.**

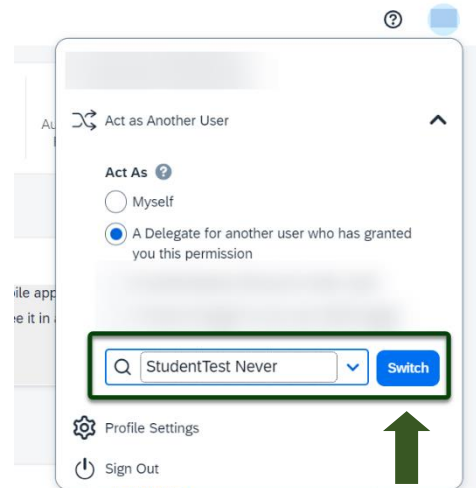


Exhibit 2

NOTE: User Bar should display Faculty/Staff member's name.

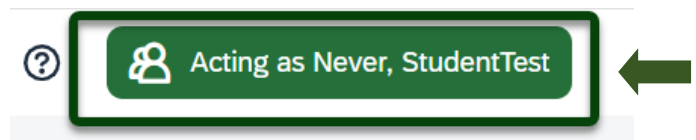


Exhibit 3

3. Select **Start a Request**.

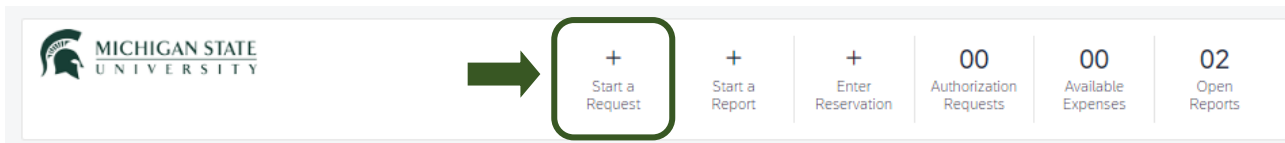


Exhibit 4

4. On the Create New Request screen, in the **Traveler Type** field, **Faculty or Staff** must be selected.

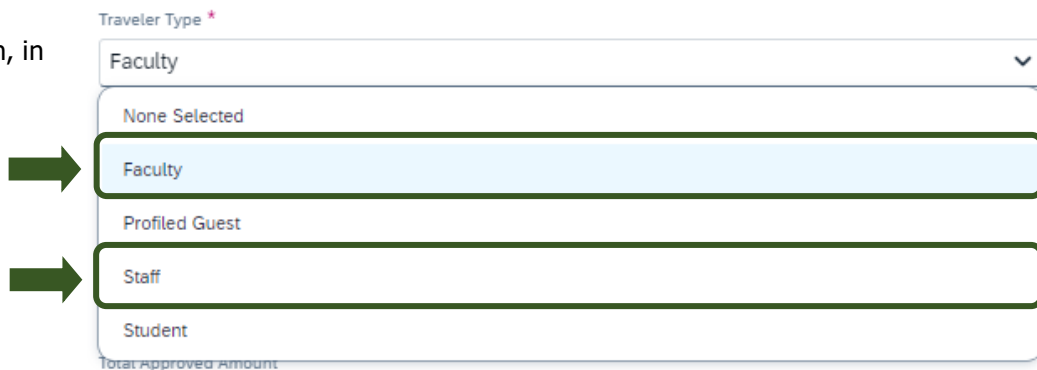


Exhibit 5

5. Fill in the necessary information and required fields indicated with a (\*) for the travel Request. 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.

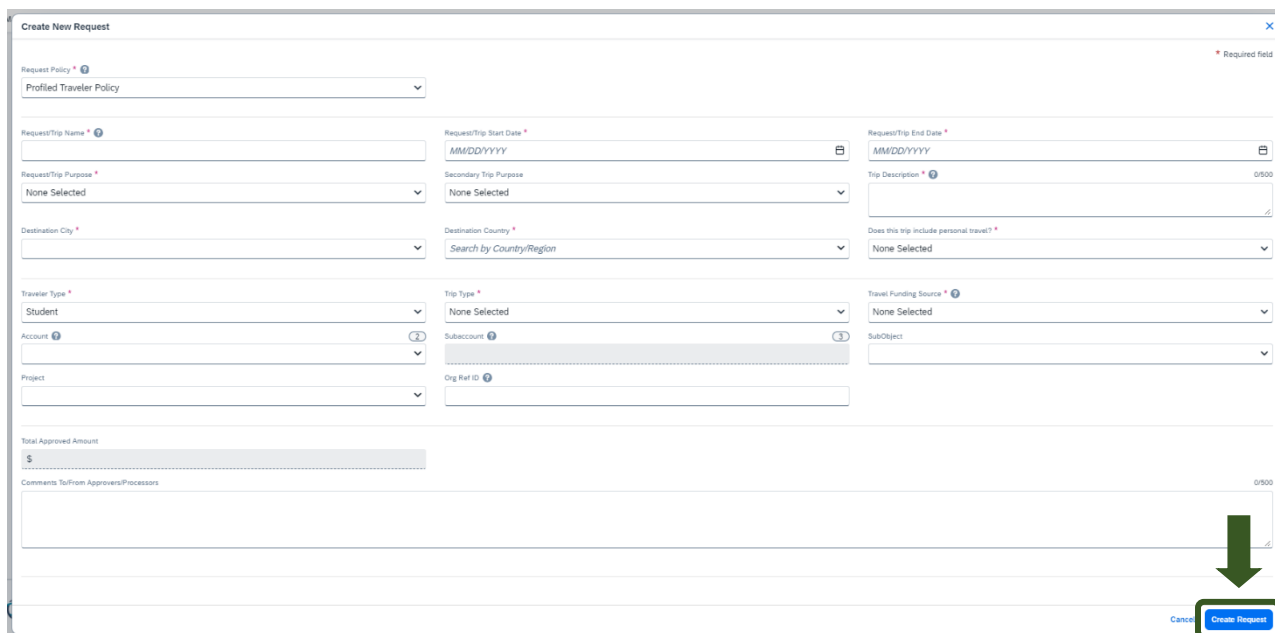


Exhibit 6

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

6. In the Expected Expenses section, select **Add** and enter estimated amounts for each of the Faculty/Staff expenses. Select the expense types that apply. Some common expenses are *Air Ticket*, *Car Rental*, *Hotel Reservation*, and *Daily Meal Per Diem Allowance*.



Exhibit 7

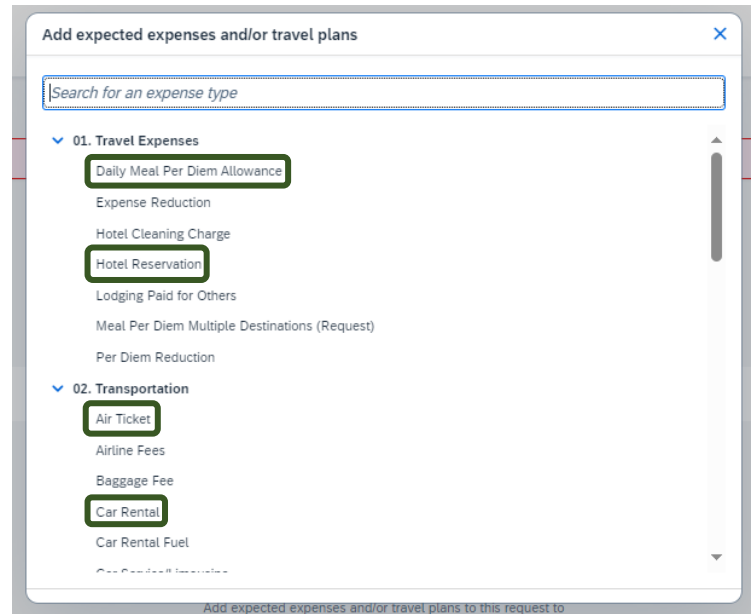


Exhibit 8

7. 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.

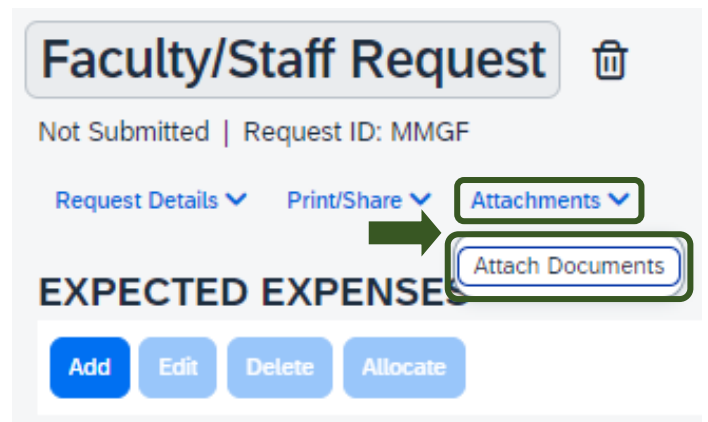


Exhibit 9

NOTE: Preferred attachment formats are JPEG or PDF.

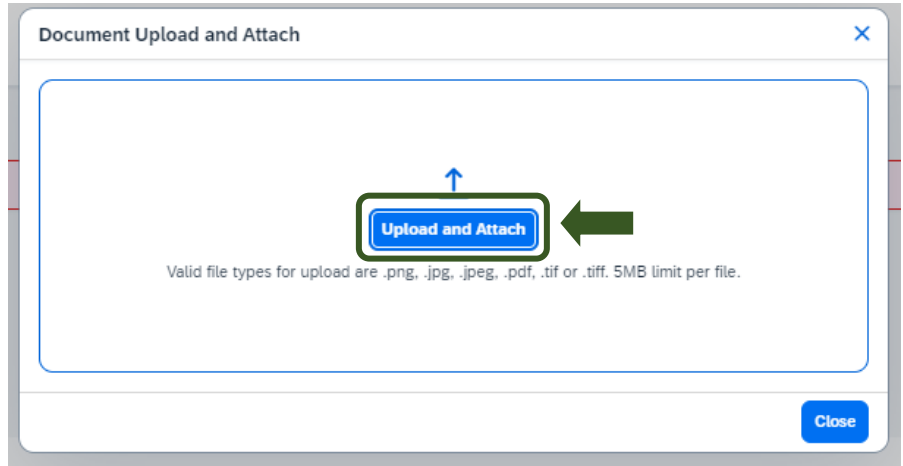


Exhibit 10

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

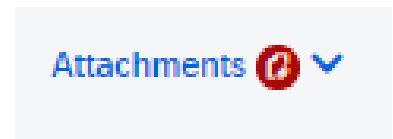


Exhibit 11

9. When you have completed the Faculty/Staff Expected Expenses and your request is ready, select **Submit Request**.

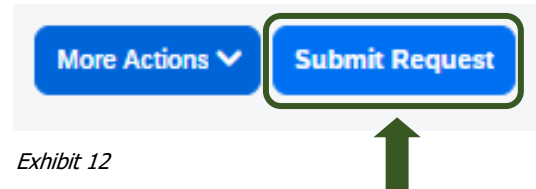


Exhibit 12

10. Select **Accept and Continue** to send the request to the approver.

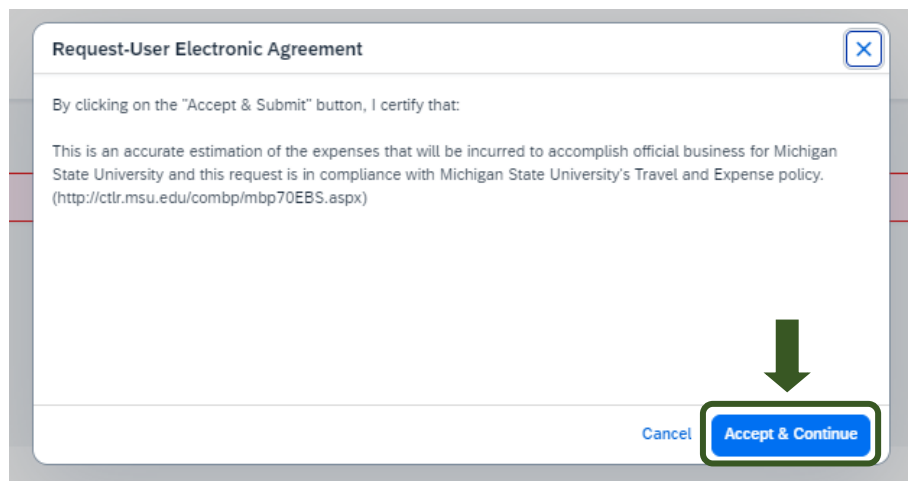
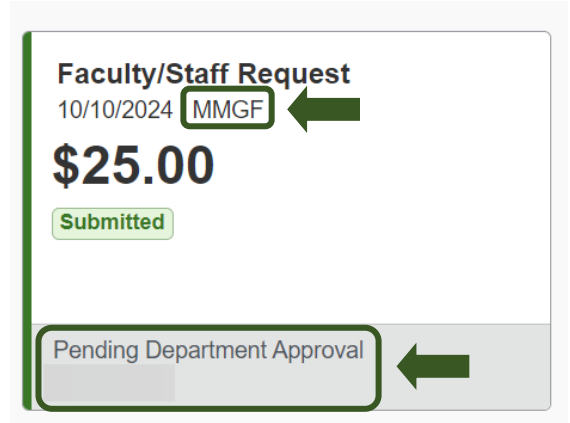


Exhibit 13

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 'Faculty/Staff Request' tile. At the top, it displays the title 'Faculty/Staff Request', the date '10/10/2024', and the request ID 'MMGF'. A green arrow points to the 'MMGF' ID. Below this, the amount '\$25.00' is shown in large font. Underneath the amount is a green 'Submitted' button. At the bottom of the tile, there is a grey bar with the text 'Pending Department Approval' and a green arrow pointing to it.

Exhibit 14