Admitted Student Travel Reimbursement Instruction Summary

-Important Note: Rather than reinventing the wheel I reference MSU prepared Concur Guides. The **purpose of this document is to put a summary of the steps to take from beginning to end in one location for <u>paying Admitted Student travel reimbursements in Concur</u>.**

-**Get incoming student name and mailing address and send to Accounting** to setup SP vendor.

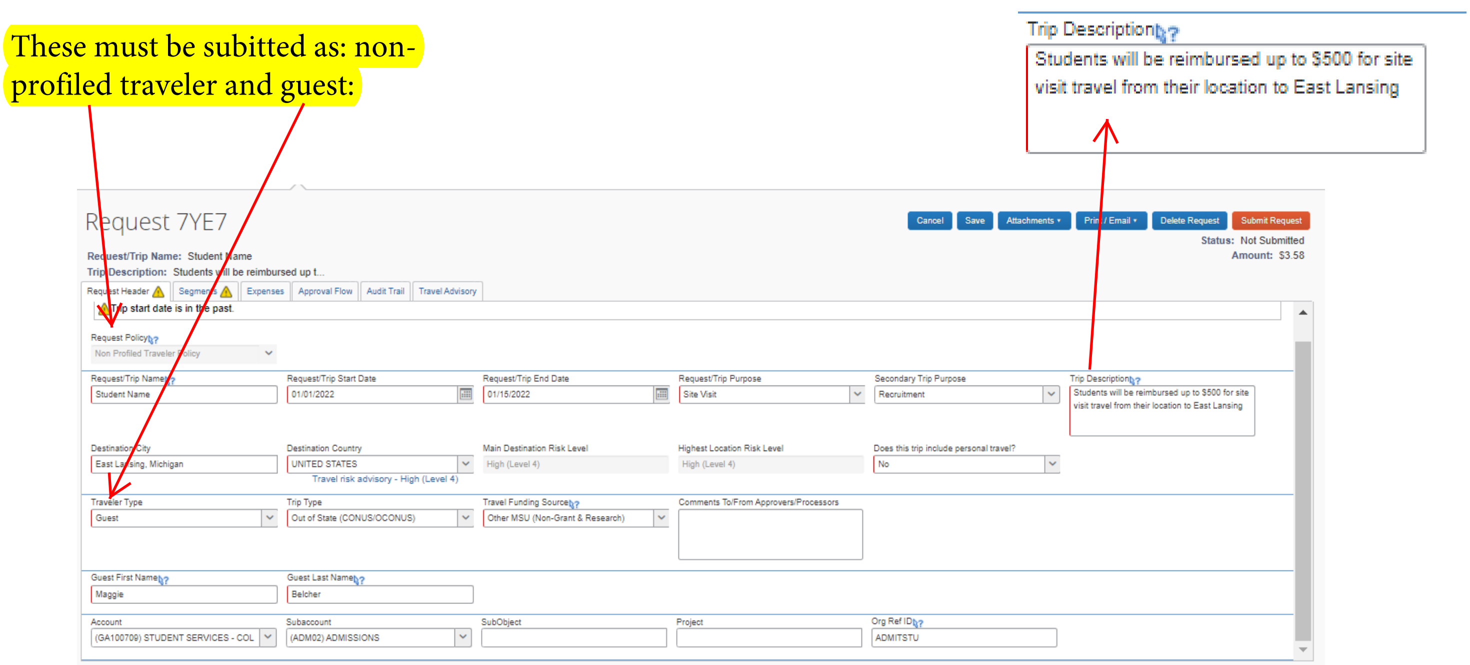
-While waiting for the SP vendor setup the department will want to **setup a template travel request** to use while submitting the reimbursement request. This will include segments for airfare, car rental, hotel, and mileage submitted for a minimal amount (the later expense report will include the actual amounts, this is only for the travel approval). From the Concur Request User Guide: http://ctlr.msu.edu/download/travel/Request%20User%20Guide.pdf , "Create New Request" excerpt to create a new request for approval:

Create a New Request

To create a new request:

1. Either:
   - On the Quick Task Bar, click New > Start a Request. - or –
   - On the menu, click Requests >Create New (on the sub-menu) > New Request.

   The Request page appears, with the Request Header tab selected.



2. On the header, complete all required fields and the optional fields - including cash advance.
3. Click Save.
    - The request ID, request name, and trip description appear at the top.
    - The Segments tab becomes available.
4. On the Segments tab:
    - Select the desired segment icon, if applicable. Hover the mouse pointer over any icon to read its "hover" text.
    - Complete the segment fields. Note the following about segment fields:
        - Amount field: Enter the total amount for the trip. Specifically, for car rental and hotel, enter the total amount - not the daily rate.
        - Comment/Detail fields: Not required, but available in case the traveler would like to indicate more information regarding this item.
    - Click Save. Note the following:
        - As you save segments, the running total appears in the top right corner of the request (below the Submit Request button).
        - If any of the segments are entered in a currency other than your reimbursement currency, then:
            a) The total reflects the conversion to your reimbursement currency.
            b) The system uses the current exchange rate.
            c) The conversion is calculated when the segment is saved, and it is recalculated if the segment is reopened and saved.
    - Click another segment icon, complete the fields, and click Save until all desired segments have been added.

5. On the Expenses tab:
    - Notice that segment information entered shows in the list of expenses. To modify these, return to the segments tab and click "Modify" below any of the segments necessary.
    - Select the appropriate expense type.
    - Enter the estimated amount. Click Save.

    Note: Users can estimate and include other expected trip-related expenses, such as taxi and meals, with their requests. With these expenses included in the request, an approver can make a more informed approval decision based on the entire cost of the trip – the segments (air, car, etc.) and the other trip-related expenses (taxi, employee meals, parking, mileage, etc.).

Note from Sharon: Example travel request template: I have added airfare, hotel, car rental, and mileage. These are all things that may be included in the $500 reimbursement you offer. Dollar amount will be included when you do the expense report.

	Date	Expense Type	Amount	Requested
	01/01/2022	Airfare	$1.00	$1.00
	01/01/2022	Car Rental	$1.00	$1.00
	01/01/2022	Hotel	$1.00	$1.00
	01/01/2022	03. Personal Car Mileage	$0.58	$0.58

-**Leave the template there without submitting**

-Once you receive notification that the SP vendor is setup, **copy the template travel request and add the admitted student information and submit the request.** This will go to the department head and the fiscal manager for approvals. From the Concur Request User Guide: http://ctlr.msu.edu/download/travel/Request%20User%20Guide.pdf , "Copy a Travel Request" excerpt to create a copy of the original request:

Copy a Travel Request

If your company uses the Copy Request feature, you can select a request and copy it as a template for the new request. You can then edit the copy as desired.

Make a copy

1. On the Manage Requests page, select the desired request.
2. Click Copy Request. The Copy Request page appears.
3. On this page:
    - By default, the system provides a name for the copy. Change it, if desired.
    - By default, the system sets the start date of the resulting request to be the source request end date plus one day. You can set the start date, if desired.
    - Indicate whether or not to copy expected expenses, segments, and cash advances.
4. Click OK. The system makes the copy and opens it so you can make the desired edits.

-You will **update the copied travel request** with the admitted student information and submit it for approval by pressing the green "Submit Request" in the upper right corner. This could take a couple of days to get the approval.

-Once you receive notification that the travel request has been approved and you have received the paid receipts, then you will go in and **submit the "Travel Expense Report". THIS IS ASSUMING THAT THE DEPARTMENT WILL NOT BE MAKING TRAVEL ARRANGEMENTS FOR THE ADMITTED STUDENT.** From the Concur Request User Guide: http://ctlr.msu.edu/download/travel/Request%20User%20Guide.pdf , "View Requests" excerpt below to find your original request:

View Requests

To view a request, either:

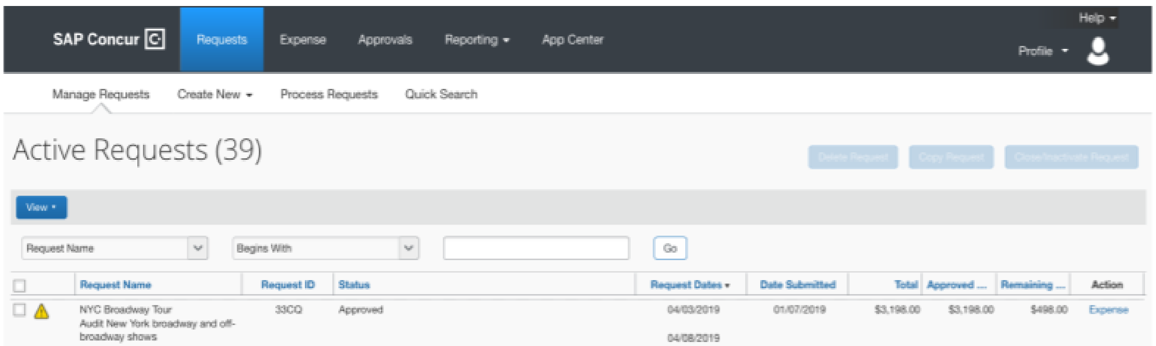
- Click the Open Requests tile in the My Tasks area on the home page. - or -
- On the menu, click Requests. The Manage Requests page appears.
    - The request list appears with Active Requests.
    - Click a request to view and edit (if applicable).

-Once you find your approved request you will **add your expense report**. From the Concur Expense User Guide: https://ctlr.msu.edu/download/travel/Concur_ExpenseUserGuide.pdf, "Create a New Expense Report" excerpt to create a new expense report:

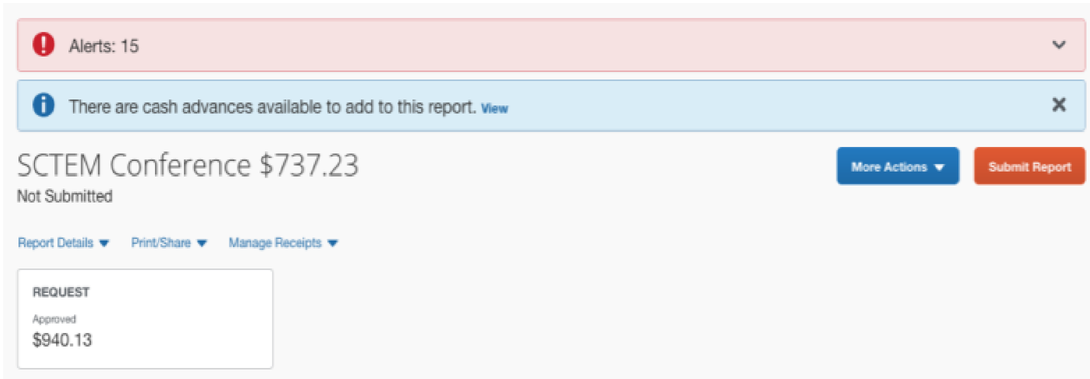
Create a New Expense Report

To create an Expense Report:

1. Select from the following:
    - **RECOMMENDED:** Click on the Expense link found next to your approved Request within the Manage Requests area.
      Note: This will pre-populate information you entered on the header of the Request so that it does not have to be manually entered again on the Expense Report header.
      - or –



2. The following are steps if you follow the recommended approach noted above by clicking on the Expense link when viewing your approved Request.
    a. Upon clicking the Expense link, you will be taken directly to an Expense Report to add MSU card transactions or out-of-pocket expenses.
    b. User will need to click Report Details -> Report Header to verify information copied from the Request for accuracy and complete additional required fields related to this trip (such as whether expenses were shared with another traveler).
    c. Click Save. User will be returned to add/manage expenses for this Report. Note the trip name, dollar amount and status showing below any alerts or informational boxes that may appear. Also note that an approved Request is attached to the Expense Report automatically by clicking on the Expense link from the Manage Requests area.



d. At this point, you will likely either:
   i. Add MSU card transaction(s) to your Expense Report.
   ii. Add an out-of-pocket expense to your Expense Report.
   iii. Add cash advances to your Expense Report.
   iv. Manage travel allowance/itinerary associated with your Expense Report.

Important Note from Sharon: For admitted student travel, all expenses are out-of-pocket, so I did not include instructions for other expenses.

Adding an Out-of-Pocket Expense to an Expense Report

To add an expense to a Report:

1. From the open Report, click **New Expense.** (If there are no other expenses on the Report, you might not need to click **New Expense.**)
2. On the **New Expense** tab, click the appropriate expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the required and optional fields, as needed.
4. Click one of the following:
   - **Save**
   - **Itemize (to itemize the expense)**
   - **Allocate (to allocate the expense)**
   - **Attach Receipts (to upload and attach receipt images)**
   - **Cancel (to exit without saving this expense)**

Printing and Submitting an Expense Report

To preview and print the Expense Report

1. On the Expense Report page, click **Print / Email**, and then select the option from the dropdown list. Your company determines the options that are available.
2. A new window appears. Options are PDF, Email or Print.

To submit your Expense Report (faculty and staff must submit their own Expense Report)

1. On the Expense Report page, click **Submit Report**. The **User Electronic Agreement** window appears.
2. Click **Accept & Continue**.
3. The **Report Totals** window appears.
4. Review the information for accuracy.
5. Click **Submit Report**.

If you cannot successfully submit the Report, a message appears describing the error or exception.

Correcting and Resubmitting an Expense Report

Any Expense approver (Fiscal Officer, ad hoc, Contracts & Grants Administration, Central Accounting) might send a Report back to you if an error is found. The approver will include a comment explaining why the Report was returned to you.

To identify and correct Expense Reports requiring resubmission:

1. To open the Report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the Report appears with **Returned** on the Report tile. The approver's comment appears below the amount.

2. Click the Report tile to open the Report.
3. Make the requested changes.
4. Click **Submit Report**.