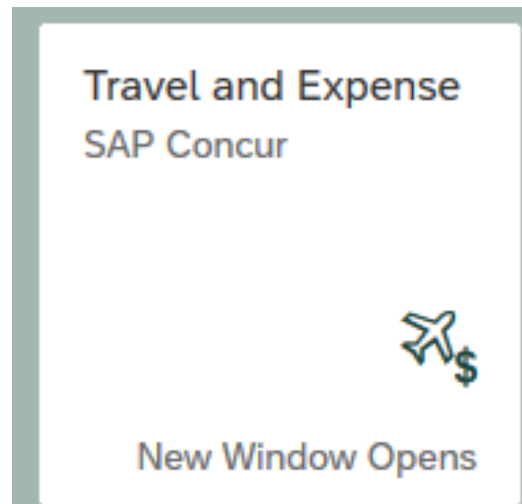
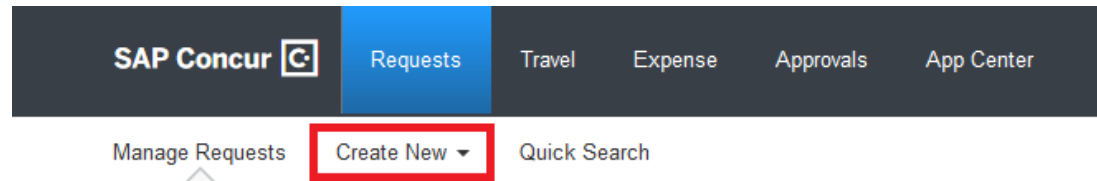


Create a Travel Request

- Login to <https://ebs.msu.edu/>
- Click the tile for Travel and Expense, SAP Concur



Create a Travel Request



- Click Requests in the next screen click **Create New**. In the drop down box select **New Requests**
- In the Request Header, complete all required fields (red bar). Travel dates should encompass the entire trip – including any **personal days**.
 - *Screen shot on next slide
- Click Save. A request number is generated.

Request

Cancel Save Print / Email Delete Request Submit Request

Status: Not Submitted

Request/Trip Name:

Trip Description:

Request Header Segments Expenses Approval Flow Audit Trail

Request Policy
Profiled Traveler Policy

Request/Trip Name: Conference
Request/Trip Start Date: 09/13/2019
Request/Trip End Date: 09/20/2019
Request/Trip Purpose: Conference or Meeting Attendance
Secondary Trip Purpose:
Trip Description: Attend conference
Destination City: Atlanta, Georgia

Destination Country: UNITED STATES
Highest Location Risk Level: No Risk (Level 0)
Does this trip include personal travel?

Traveler Type: Staff
Trip Type: In State (CONUS)
Travel Funding Source: Other MSU (Non-Grant & Research)
Comments To/From Approvers/Processors:

Account: 2 | Subaccount: 3
SubObject: Project: Org Ref ID:

Segments

Estimated cost of flight, train, car, and hotel

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment
CLICK ICON TO CREATE SEGMENT

Air Ticket Round Trip One Way Multi-Segment Amount: USD

Outbound

From:

To:

Date: Depart at

Comment:

Return

Date: Depart at

Comment:

Click on each necessary icon and enter the necessary information (Depart, return, and amount)
Click the Save button (far right of the screen) before moving to a new segment

Expenses

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel Expenses

Daily Meal Per Diem Allowance

Expense Reduction

Hotel Cleaning Charge

Meal Per Diem Multiple
Destinations (Request)

Per Diem Reduction

02. Transportation

Airline Fees

Baggage Fee

Car Rental Fuel

Car Service/Limousine

Charter Bus/Transfers

Other Ground Transportation

Parking

Taxi/Rideshare

Tolls

University Owned Vehicle (Motor
Pool)

03. Personal Car Mileage

05. Meals & Entertainment

Alcoholic Beverages (6474)

Business Entertainment - Food &
Beverage (6116)

Business Entertainment - Non
Food (6480)

Business Meetings - Food &
Beverage (6212)

Business Meetings - Other (6481)

Team/Group Meal

06. Office Expenses

Courier/Shipping/Freight (6511)

Office Supplies (6595)

Postage (6555)

Printing/Photocopying/Stationery
(6556)

07. Communications

Internet/Online Fees

Mobile/Cellular Phone

Telephone/Fax

08. Fees

Booking Fees

Health/Vaccination Fees

Passports/Visa Fees

09. Other

Conference/Seminar
Registrations Fees (6397)

In-Country Contractual Services
(6489)

Professional Subscriptions/Dues
(6545)

Program Expenses (Entry, Group
Fees)

Expenses

Request/Trip Name: Conference
 Trip Description: Attend conference

Request Header ⓘ Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

| <input type="checkbox"/> Date | Expense Type | Amount | Requested |
|-------------------------------------|--|----------|-----------|
| <input type="checkbox"/> 09/13/2019 | Airfare | \$500.00 | \$500.00 |
| <input type="checkbox"/> 09/13/2019 | Hotel | \$200.00 | \$200.00 |
| <input type="checkbox"/> 09/13/2019 | Daily Meal Per Diem Allowance | \$495.00 | \$495.00 |
| <input type="checkbox"/> 09/13/2019 | Baggage Fee | \$25.00 | \$25.00 |
| <input type="checkbox"/> 09/20/2019 | Baggage Fee | \$25.00 | \$25.00 |
| <input type="checkbox"/> 09/13/2019 | 03. Personal Car Mileage | \$29.00 | \$29.00 |
| <input type="checkbox"/> 09/20/2019 | 03. Personal Car Mileage | \$29.00 | \$29.00 |
| <input type="checkbox"/> 09/13/2019 | Conference/Seminar Registrations Fees (6397) | \$250.00 | \$250.00 |
| <input type="checkbox"/> 09/13/2019 | Team/Group Meal | \$125.00 | \$125.00 |

TOTAL AMOUNT **\$1,678.00** | TOTAL REQUESTED **\$1,678.00**

Expenses

- Once all of the expenses have been entered click the Submit Request button found on the far right hand of the screen.



- Once submitted the request will route for approval.
- Once approved you will be able to book your flight