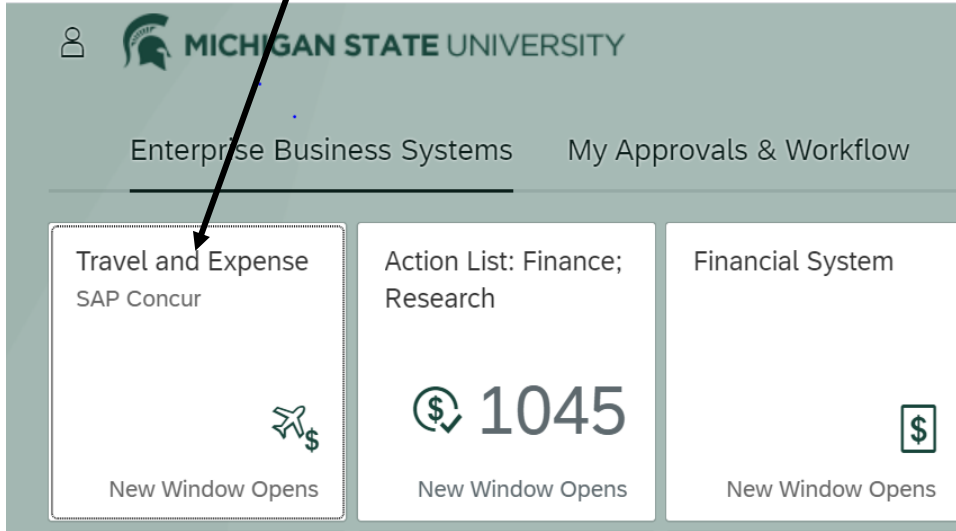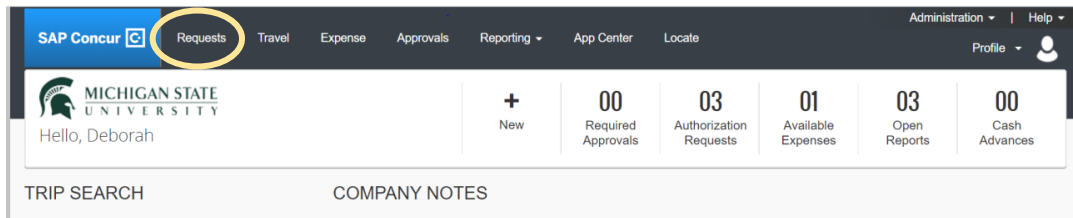# Reconciling & Allocating MSU Agency Card Transactions
(Direct Billed Airfare/Rail)

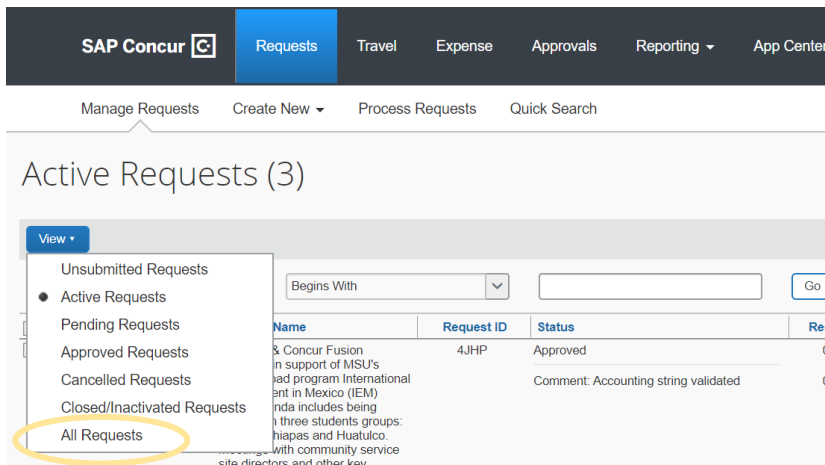**A. Do you have an approved Request?**

    1. To do this, log into Concur.

    2. Select Request from the menu bar.

    3. Use the View button to see All Requests.

4. Locate the Request to which the airfare/rail apply.
5. Verify the Request's status is Approved.

All Requests (13)

Delete Request Copy Request Close/Inactivate Request

View ▾

	Request Type ▾	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
☐ ❗	Travel	instate travel 2020 travel throughout year to support missions of Michigan State, Controllers Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities.	34VE	Approved Comment: Accounting string validated	05/01/2019 04/30/2020	05/30/2019	$145.00	$145.00	$145.00	Expense
☐	Travel	Marketing 101 research	36FR	Cancelled Comment: Accounting string validated	07/01/2019 07/05/2019	06/19/2019	$116.00	$0.00	$0.00	

6. If not, open the Request, complete any outstanding information and submit. You will have to wait until your Request has been fully approved in order to continue.

B. When your Request is Approved, Complete Expense Report:

1. Select Request from the menu bar.

SAP Concur C | Requests | Travel | Expense | Approvals | Reporting ▾ | App Center | Locate

Administration ▾ | Help ▾

Profile ▾

MICHIGAN STATE UNIVERSITY

Hello, Deborah

| + New | 00 Required Approvals | 03 Authorization Requests | 01 Available Expenses | 03 Open Reports | 00 Cash Advances |

TRIP SEARCH   COMPANY NOTES

2. Locate the Request to which airfare/rail needs to be reported.

All Requests (13)

Delete Request Copy Request Close/Inactivate Request

View ▾

	Request Type ▾	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
☐ ❗	Travel	instate travel 2020 travel throughout year to support missions of Michigan State, Controllers Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities.	34VE	Approved Comment: Accounting string validated	05/01/2019 04/30/2020	05/30/2019	$145.00	$145.00	$145.00	Expense
☐	Travel	Marketing 101 research	36FR	Cancelled Comment: Accounting string validated	07/01/2019 07/05/2019	06/19/2019	$116.00	$0.00	$0.00	
☐ ❗	Travel	CHELF 2019 Concur Higher Education Leadership Forum (CHELF) from Nov 18-20 hosted by George Washington University.	3347	Approved Comment: Accounting string validated	11/16/2019 11/20/2019	08/01/2019	$761.60	$761.60	$0.00	
☐ ❗	Travel	InState Travel FY20 Instate travel in support of mission of MSU, VP Finance, and Office of the Controller	3JMJ	Approved Comment: Accounting string validated	07/01/2019 06/30/2020	09/19/2019	$145.00	$145.00	$145.00	Expense
☐ ❗	Travel	IEM2020 & Concur Fusion Traveling in support of MSU's study abroad program International Engagement in Mexico (IEM)	4JHP	Approved Comment: Accounting string validated	02/27/2020 03/13/2020	02/03/2020	$3,911.14	$3,911.14	$3,911.14	Expense

3. Go to the far right-side of the Request information.
4. Find the Action column.
5. Select Expense - this begins a new Expense Report.

All Requests (13)

		Request Type ▼	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remainin	...	Action
☐	❗	Travel	instate travel 2020 travel throughout year to support missions of Michigan State, Controllers Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities.	34VE	Approved	05/01/2019	05/30/2019	$145.00	$145.00	$145.00		Expense
					Comment: Accounting string validated	04/30/2020						
☐		Travel	Marketing 101 research	36FR	Cancelled	07/01/2019	06/19/2019	$116.00	$0.00	$0.00		
					Comment: Accounting string validated	07/05/2019						

6. Complete Expense Report.

Manage Expenses   View Transactions   Cash Advances   Process Reports

❗ Alerts: 2   ⌄

instate travel 2020 $0.00 🗑   **Submit Report**
Not Submitted

Report Details ▼   Print/Share ▼   Manage Receipts ▼

REQUEST
Approved
$145.00

Add Expense   Edit   Delete   Copy   Allocate   **Combine Expenses**   Move to ▼

No Expenses
Add expenses to this report to submit for reimbursement.

7. Use Report Details pull-down tab to access Report Header.

Manage Expenses   View Transactions   Cash Advances   Process Reports

❗ Alerts: 2   ⌄

instate travel 2020 $0.00 🗑   **Submit Report**
Not Submitted

Report Details ▼   Print/Share ▼   Manage Receipts ▼

Report
Report Header
Report Totals
Report Timeline
Audit Trail
Linked Add-ons
Manage Requests
Manage Cash Advances
Manage Travel Allowance

...dit   Delete   Copy   Allocate   **Combine Expenses**   Move to ▼

No Expenses
Add expenses to this report to submit for reimbursement.

8. Complete fields that are highlighted.
9. Save.

10. Add Expense.

11. Use the check box to select MSU Agency Card transaction.
12. Click Add to Report.

TRAVEL@STATE

13. Click on Airfare. Do you see that Corporate Card, Reservation, E-receipt are included? If so, your receipt has been attached for you. Click on each and you can view the details behind the transaction.

14. If your transaction requires a receipt, please be sure to add to the MSU Agency Card expense.
15. Save Expense.
16. Submit. (Profiled travelers must submit their own Expense Reports.)