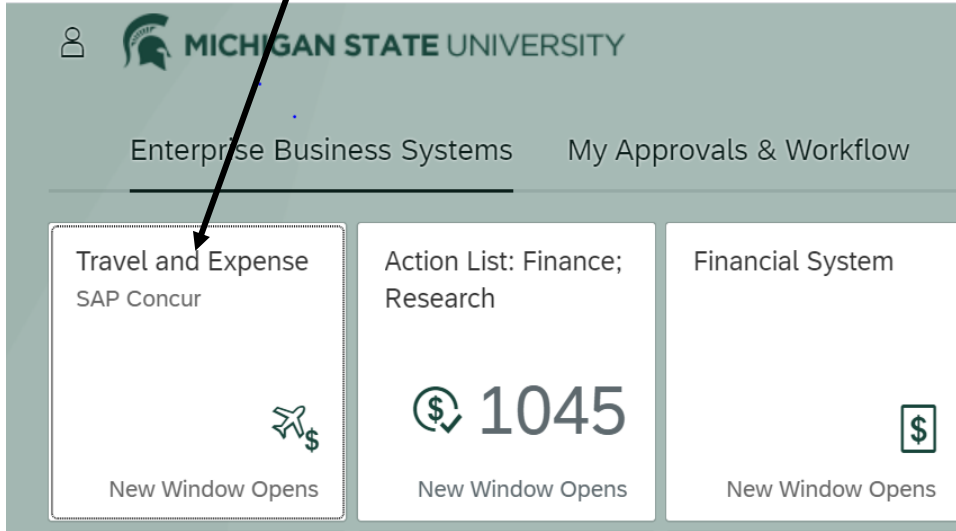


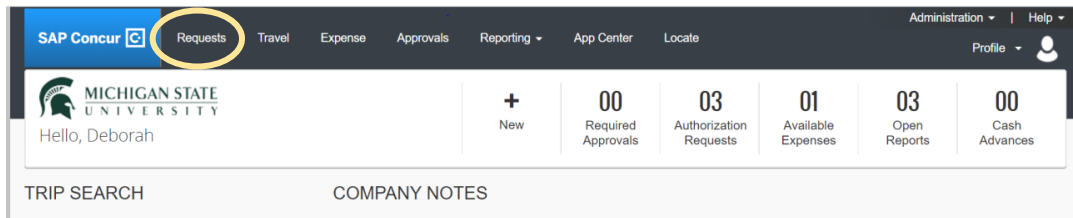
Reconciling & Allocating MSU Agency Card Transactions (Direct Billed Airfare/Rail)

A. Do you have an approved Request?

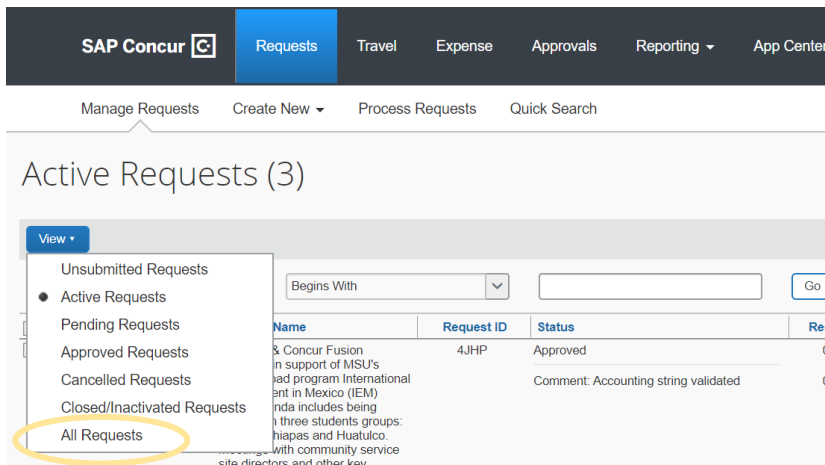
1. To do this, log into Concur.



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 Name ▾ Begins With ▾ [Go](#)

<input type="checkbox"/>	Request Type ▾	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	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
<input type="checkbox"/>	Travel	Marketing 101 research	36FR	Cancelled	07/01/2019	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 with from the menu bar.

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

All Requests (13)

[Delete Request](#) [Copy Request](#) [Close/Inactivate Request](#)

View ▾

Request Name ▾ Begins With ▾ [Go](#)

<input type="checkbox"/>	Request Type ▾	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	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
<input type="checkbox"/>	Travel	Marketing 101 research	36FR	Cancelled	07/01/2019	06/19/2019	\$116.00	\$0.00	\$0.00	
<input type="checkbox"/>	Travel	CHELF 2019 Concur Higher Education Leadership Forum (CHELF) from Nov 18-20 hosted by George Washington University.	3347	Approved	11/16/2019	08/01/2019	\$761.60	\$761.60	\$0.00	
<input type="checkbox"/>	Travel	InState Travel FY20 Instate travel in support of mission of MSU, VP Finance, and Office of the Controller	3JMJ	Approved	07/01/2019	09/19/2019	\$145.00	\$145.00	\$145.00	Expense
<input type="checkbox"/>	Travel	IEM2020 & Concur Fusion Traveling in support of MSU's study abroad program International Engagement in Mexico (IEM)	4JHP	Approved	02/27/2020	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) Delete Request Copy Request Close/Inactivate Request

View ▾

Request Name ▾ Begins With ▾

<input type="checkbox"/>	Request Type ▾	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remainin...	Action
<input type="checkbox"/>	Travel	instate travel 2020 travel throughout year to support missions of Michigan State, Controllors 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
<input type="checkbox"/>	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. Complete Expense Report.

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 2 ▾

instate travel 2020 \$0.00

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

REQUEST
Approved
\$145.00

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

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Report
Report Header
Report Items
Report Timeline
Audit Trail

Linked Add-ons
Manage Requests
Manage Cash Advances
Manage Travel Allowance

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

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

Report Header
instate travel 2020 \$0.00

Policy *
*MSU-Profiled Traveler Expense Policy

Report/Trip Name *
instate travel 2020

Report/Trip Start Date *
05/01/2019

Report/Trip End Date *
04/30/2020

Primary Report/Trip Purpose *
Administrative

Secondary Trip Purpose *
[Empty]

Trip Description *
travel throughout year to support missions of Michigan State, Controllers Office, and

Does this trip include personal travel? *
No

Traveler Type
Staff

Are there shared expenses with another traveler? *
[Empty]

Special Payment Needs *
[Empty]

Report Id
0329B75CCA0342ABB8CE

Account *
(XT022906) UNIVERSITY TRAVEL PROGF

Subaccount *
Search by Code

Object Code *
[Empty]

SubObject
[Empty]

Project
[Empty]

Cancel Save

10. Add Expense.

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 1

InState Travel FY20 \$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

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

Add Expense

6 Available Expenses Create New Expense

Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/> MSU Agency Card	Airfare	Delta Detroit Wayne County	01/27/2020	\$408.00
<input type="checkbox"/> MSU Agency Card	Airfare	Delta Ann Arbor, Michigan	01/27/2020	\$406.27
<input type="checkbox"/> MSU Agency Card	Airfare	Delta Ann Arbor, Michigan	01/28/2020	\$329.84
<input type="checkbox"/> Out of Pocket	Business Meetings - Food & Beverage (6212)	EJECUTIVA	03/08/2020	MXN 300.00

Close Add To Report

- 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.

Airfare \$408.00

01/27/2020 | Delta | Corporate Card, Reservation, E-Receipt

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate * Required field

Expense Type *
Airfare

Transaction Date: 01/27/2020
Additional Information:

Ticket Number: 0067495896356
Vendor: Delta

Enter Vendor Name: Delta
Destination City: Detroit, Michigan

Payment Type: MSU Agency Card

Amount: 408.00
Currency: US, Dollar

Personal/Non Reimbursable

Attach Receipt Image

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

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 1

InState Travel FY20 \$408.00 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts

REQUEST
Approved
\$145.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		MSU Agency Card	Airfare Reservation	Delta Detroit, Michigan	01/27/2020	\$408.00
						\$408.00