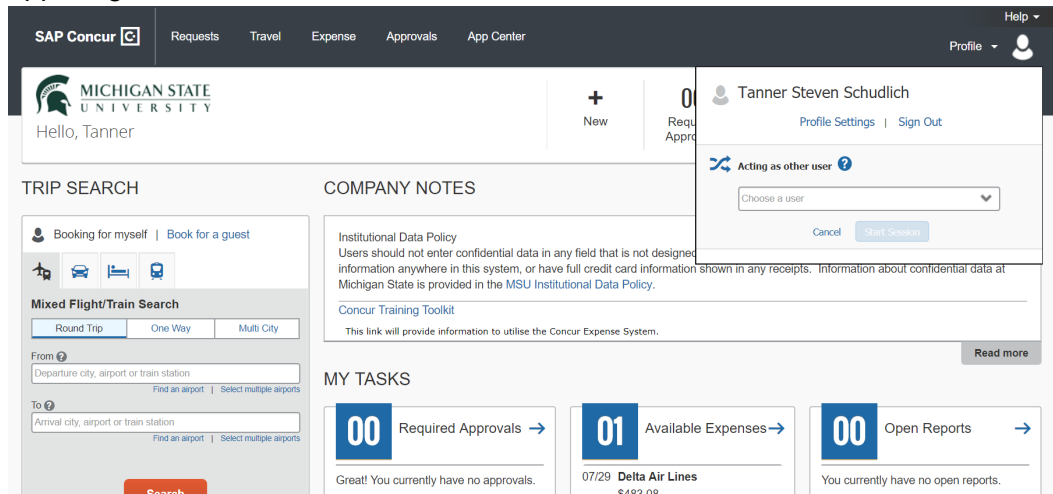


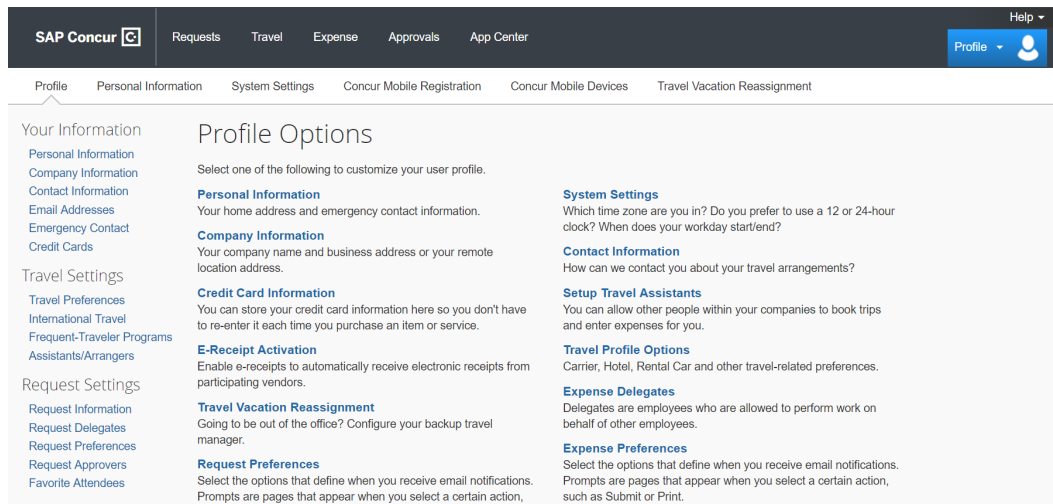
Submitting a Travel Request/Insurance Documentation (Formerly the Pre-Trip Authorization)

1. If you are employed by Michigan State, you will need to log-in to ebs.msu.edu to access the Travel and Expense module in EBS, for SAP Concur (Concur Travel). If you don't have MSU employment, please see Section 2.

- a. Once logged into the Travel and Expense Tile on EBS, click on your profile in the upper right hand corner of the SAP Concur screen.



- b. Once in the Profile Settings Menu, click on “Request Delegates” in the left-hand column.



- c. Add a delegate by last name. Your Office Operations team member will serve as your Travel Request Delegate (Michelle Danaj (danajmic@msu.edu) for English, Pam Withers (withers@msu.edu) for RCS). Once added, only click the checkbox for “Can Prepare,” which will automatically select “Can View Receipts.” These are the only two checkboxes that should be selected.

SAP Concur | Requests | Travel | Expense | Approvals | App Center | Help | Profile

Profile | Personal Information | System Settings | Concur Mobile Registration | Concur Mobile Devices | Travel Vacation Reassignment

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Request Delegates

Delegates | Delegate For

Add Save Delete

Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Kabel, Carly ksbelcar@msu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lampe, Benjamin lampoben@msu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Nelson, Jennifer nelsonje@msu.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- d. Once this step has been completed, you are ready to submit your request as a profiled MSU traveler.

Request Policy? Profiled Traveler Policy

Request/Trip Name? Lampe 09/02/2020 Greater Lansing

Request/Trip Start Date 09/03/2019

Request/Trip End Date 09/03/2020

Request/Trip Purpose Administrative

Secondary Trip Purpose

Trip Description? Blanket pre-trip for all travel in Michigan related to work.

Destination City Lansing, Michigan

Destination Country UNITED STATES

Highest Location Risk Level Low (Level 1)

Does this trip include personal travel? No

Travel risk advisory - Low (Level 1)

Traveler Type Staff

Trip Type In State (CONUS)

Travel Funding Source? Other MSU (Non-Grant & Research)

Comments To/From Approvers/Processors

Account (GA013841) LING LANG GENERAL FUI

Subaccount (EVENT) SPECIAL EVENTS

SubObject

Project

Org Ref ID? Lampe

- e. Create a new request, and enter the information pertinent to your travel as best you can in the Request Header tab. For the Request/Trip Name, please use the convention of “Last Name, Date of Return, Destination.”
- f. Under the Approval Flow tab, you will see the default approver for the unit you are employed under.
- g. In the expense summary section, you’ll need to specify the type of expenses you will be incurring. Please only mark the transaction amount as \$.01, as the travel funds will be processed as a lump sum fellowship payment, not a reimbursement.

2. If you are not employed by Michigan State, you will need a profile created by your Office Ops delegate (Michelle Danaj (danajmic@msu.edu) for English, Pam Withers (withers@msu.edu) for RCS). Please provide your delegate with the following information:

- i. Destination
- ii. Dates of travel
- iii. Any personal travel
- iv. Business purpose
- v. Funding source
- vi. Emergency contacts
- vii. In-travel contact information (email, cell number)