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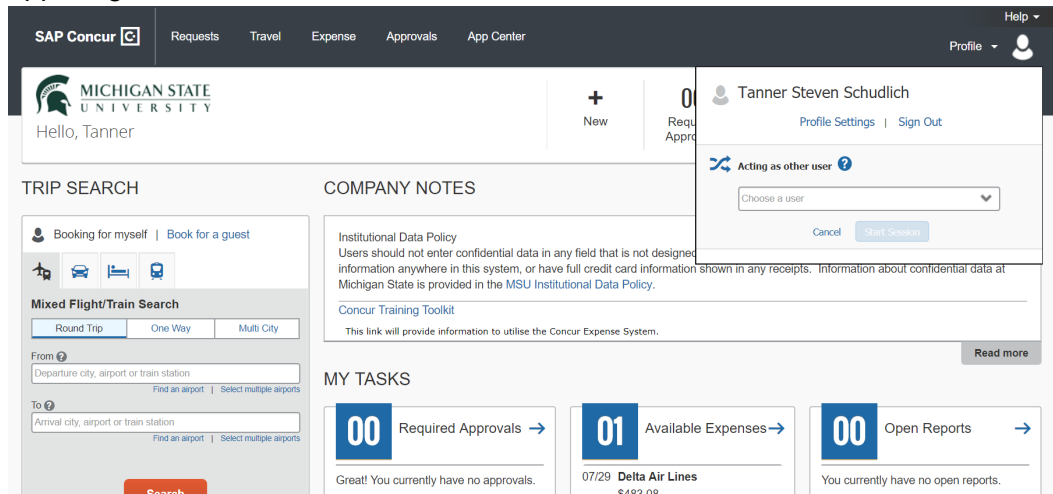
     b. Once in the Profile Settings Menu, click on "Request Delegates" in the left-hand column.
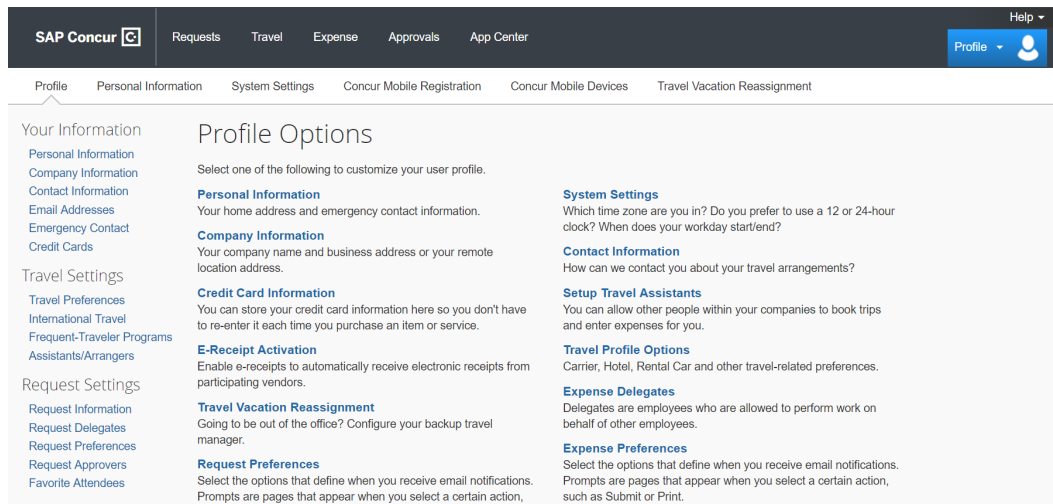
     c. Add a delegate by last name. Your Office Operations team member will serve as your Travel Request Delegate (Michelle Danaj (danajmic@msu.edu) for English, Pam Withers (withers@msu.edu) for RCS). Once added, only click the checkbox for "Can Prepare," which will automatically select "Can View Receipts."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

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

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)