

## Reconciling MSU Agency Card (direct billed airfare) Charges Quick Guide

### Tips Before Beginning:

- Verify you are in the correct profile by checking the Available Expenses, found in the Expense tab, and locate the expense with the payment type of MSU Agency Card that you would like to reconcile.
- All MSU Agency Card charges must be reconciled on an Expense Report, even if you have two charges that net to zero dollars.
- Cancellation of travel plans will still require you to reconcile your MSU Agency Card charges on an expense report.

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

All Expense Reports require an approved Request in order to submit an Expense Report. If the trip was cancelled, Concur does allow an approved Request that has been cancelled to be used as well. If the Request was cancelled before it was approved, you will be unable to use this Request for an Expense Report. To verify if you have an approved Request -

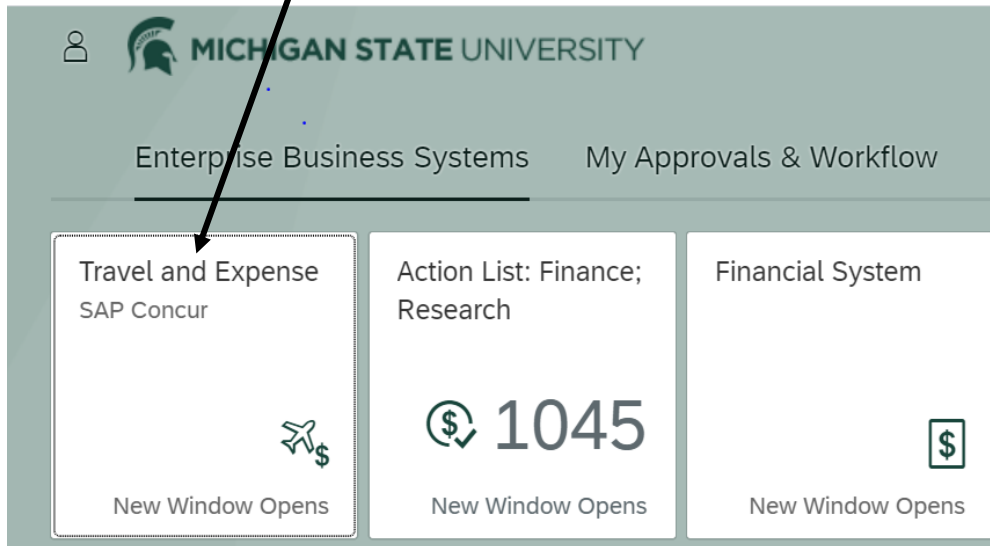
1. Select Request from the menu bar.
2. Use the blue View button to see All Requests.
3. Locate the Request to which the airfare/rail apply.
4. Verify there is a blue Expense link to the far right of the Request.
  - a. If no blue Expense link appears to the far right of the Request, please check the status of the Request to see what further action should be taken (i.e. needs to be submitted, or approved.)
  - b. If the Request isn't in your list, you will need to create a Request before continuing. Please see [Concur Request User Guide](#) for information on creating a Request.
  - c. You will have to wait until your Request has been fully approved in order to continue.

### B. Completing an Expense Report:

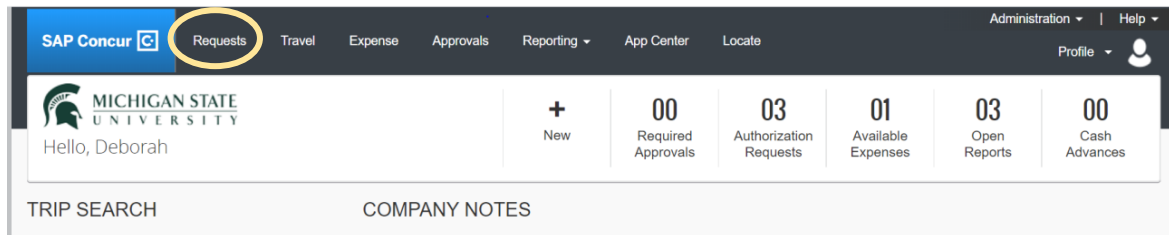
1. Select Request from the menu bar.
2. Locate the Request to which airfare/rail needs to be reported.
3. Go to the far right-side of the Request information. Find the Action column. Select Expense - this begins a new Expense Report.
4. Use Report Details pull-down tab to access Report Header.
5. Complete fields that are required.
6. Save.
7. Click Add Expense.
8. Use the check box to select MSU Agency Card transaction(s).
9. Click Add to Report.
10. If your transaction requires a receipt, be sure to add to the MSU Agency Card expense.
11. Save Expense.
12. Submit. (Profiled travelers must submit their own Expense Reports.)

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

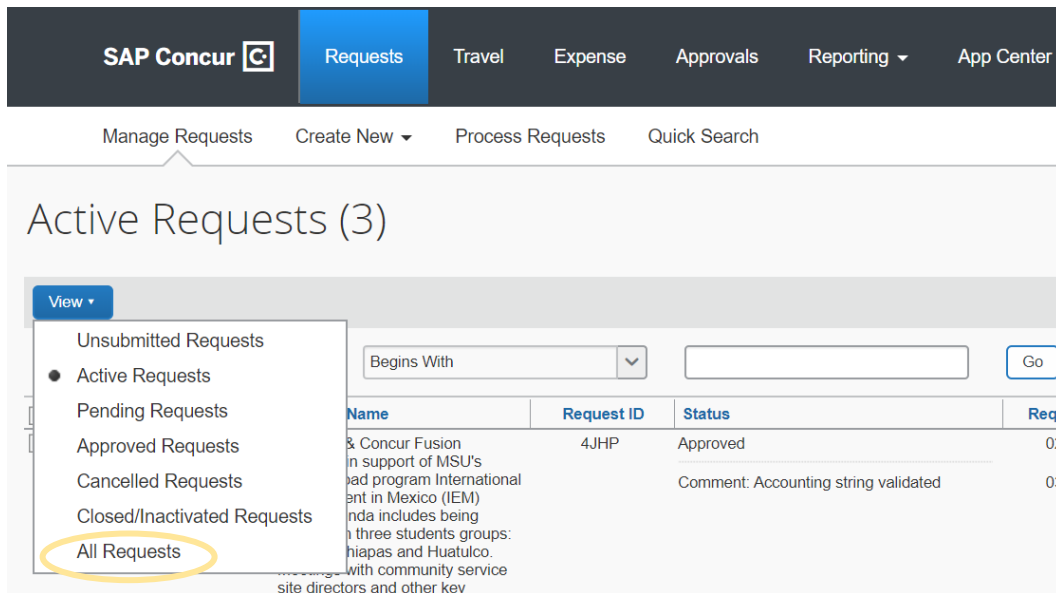
1. To do this, log into Concur.



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, Controllars 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 from the menu bar.

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

Administration ▾ | Help ▾

Profile ▾

+ 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 Name ▾ Begins With ▾  [Go](#)

<input type="checkbox"/>	Request Type ▾	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
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<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, Controlers Office, and University Travel Office, including testing of Concur and new Travel Card Program functionalities.	34VE	Approved <small>Comment: Accounting string validated</small>	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 <small>Comment: Accounting string validated</small>	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 totals

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 x

instate travel 2020 | \$0.00

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Policy \*

Report/Trip Name \*

Report/Trip Start Date \*

Report/Trip End Date \*

Primary Report/Trip Purpose \*

Secondary Trip Purpose ?

Trip Description \* ?

Does this trip include personal travel? \*

Traveler Type

Are there shared expenses with another traveler? \*

Special Payment Needs ?

Report Id

Account \* 2

Subaccount 3

Object Code \*

SubObject

Project

Cancel

10. Add Expense.

Manage Expenses View Transactions Cash Advances Process Reports

Alerts: 1

InState Travel FY20 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts

REQUEST  
 Approved  
 \$145.00

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

Add Expense x

6 Available Expenses

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

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.)

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
						<b>\$408.00</b>