

## FAQs

### Travel Expense Requests—Airfare booked in Concur

#### **If travel was booked in Concur and direct billed, does it need to be added to the traveler's expense report?**

Yes. Currently the expense of the ticket is housed with Central Accounting until it's expensed back to the department through a travel expense report.

#### **How to I expense out a direct billed travel expense?**

Treat the direct billed travel expense as you would other expenses being added to the expense report. However, when instead of saying this is an "out of pocket expense" you will see that Concur has preselected MSU Agency Card. Expenses that have this category will not send reimbursements to your traveler.

#### **What if Concur isn't saying "MSU Agency Card"?**

If the item was direct billed, but not showing as MSU Agency Card, you would select "Personal expense, non-reimbursable" (It's a check box near the "amount" area of the expense item.) Add a note in the comment area explaining that this was direct billed to MSU.

#### **I forgot to include the Direct Billed airfare. Do I need to call back the travel expense report?**

No. One of the benefits of our new Concur system is that you can generate additional travel expense reports from the same Travel Request. To do so, go to Travel Requests. Find the request you want to add expenses to and click on the hyperlink for EXPENSE shown at the far right of the screen. Everytime to start an expense report from this screen you open a brand new expense report. (NOTE that if you want to save an expense report and come back to it later you will NOT use this navigation to get to the saved report. You will go to EXPENSES at the top of your concur screen and click to see a list of your open travel reports.) When adding expenses, it is helpful to add a note in the comment area that the other travel expenses were already submitted. DO NOT recalculate per diem or add in all of the other expenses (lodging, personal car mileage etc.). You already submitted those, you don't need to do it again.