How to Create and Submit an Event/Group Travel Request

Michigan State University employees can submit an **Event Travel Authorization Request** in MSU's Concur system with your requested trip expenses and distribute it (also called **Bursting**) to multiple MSU employees. An **Event Travel Request** allows 1 Request to be used by multiple travelers. Typical reasons to create an **Event Travel Request** include preparing requests for multiple travelers all attending the same conference or going to the same destination.

1. Start at the **Concur Homepage**, select **Home** >**Requests**.
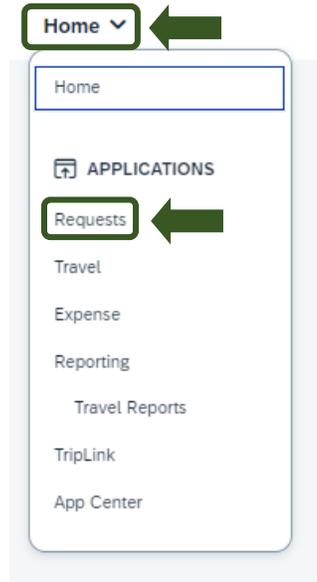
Exhibit 1

2. Select **Create New Request** >**Create New Event Request**.
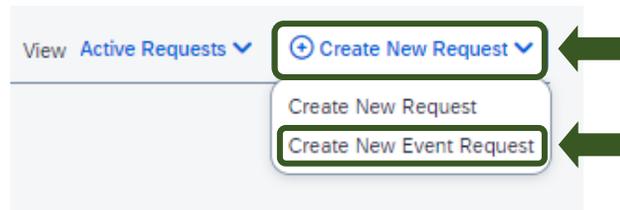
Exhibit 2

3. Fill in the necessary information and required fields indicated with a (*)**.** Enter any additional information you would like to share with the Approver in the **Comments** field. Select **Create Request** once you are done filling in the required information.

Exhibit 3

NOTE: Anything entered in the **Request/Trip Name** field, populates the Accounting String in KFS.

4. In the **Participant** section, enter the names of the individuals that will be included in the Event Request. Repeat this process to add Participants. Once all participants have been added, select **Save**.

Exhibit 4

NOTE: If you do not see the name you are looking for, contact concurhelp@msu.edu.

5. Within the Request you can now see the **Participants Icon** which displays the individuals that were added to this Request.

Exhibit 5

6. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your trip expenses. Select the expense types that apply. Some common expenses are *Air Ticket, Car Rental, Hotel Reservation, Motor Pool, and Daily Meal Per Diem Allowance.*

Exhibit 6

Exhibit 7

TRAVEL@STATE

8. To add documents for an approvers review, select the **Attachments** dropdown menu
>**Attach Documents**
>**Upload and Attach**
>double click the file you want to upload.

Event Request 🗑

Not Submitted | Event Request ID: MMYH

Request Details ⌄   Print/Share ⌄   Attachments ⌄   👥 Participants (1)

Attach Documents

EXPECTED EXPENSES

Add   Edit   Delete   Allocate
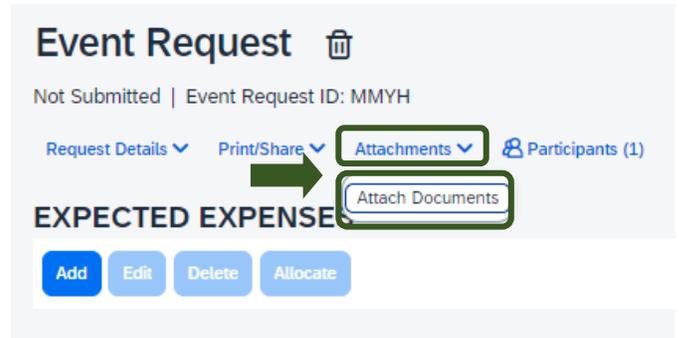
Exhibit 8

NOTE: Preferred attachment formats are JPEG or PDF.

Document Upload and Attach   ✕

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Upload and Attach ⬅

Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Close
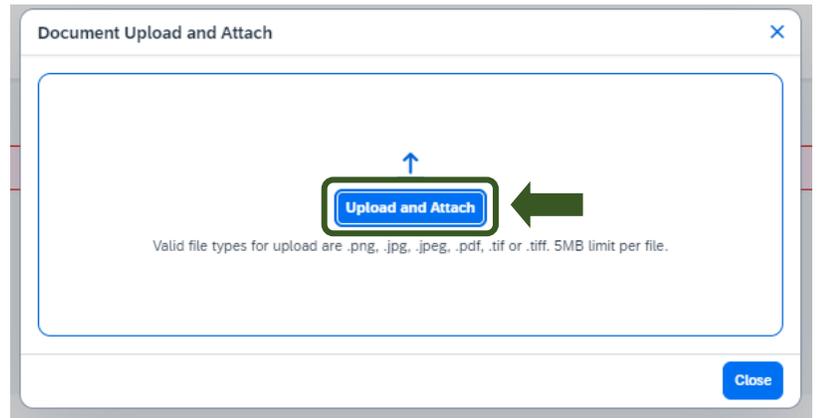
9. The red folder icon will indicate the file is uploaded for your approvers review.

Attachments 📁 ⌄
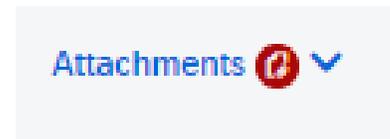
Exhibit 9

10. When all Expected Expenses have been added, select **Create Request & Notify.** The Authorization Request is distributed to each Participant to modify and submit. If a delegate will be submitting on their behalf, they will delegate into each Request individually and submit. Once submitted, the Requests will then route for appropriate approvals.

More Actions ⌄   Create Request & Notify
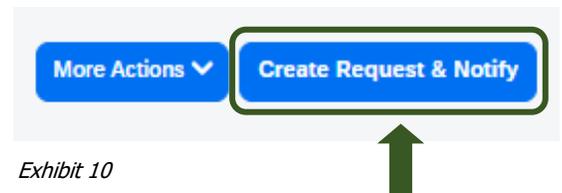
Exhibit 10

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NOTE: New features in the submitted Request tile display the Request ID and the name of the individual that is pending to grant approval.

Exhibit 11