



# TRAVEL@STATE

## About Us

TRAVEL@STATE PROVIDES FACULTY, STAFF, STUDENTS, AND GUESTS WITH RESOURCES AND INFORMATION RELATED TO TRAVELING ON BEHALF OF THE UNIVERSITY.

## What is Concur?

Concur is MSU's travel and expense system that streamlines the travel process for MSU faculty and staff.

SAP Concur 

What Concur can do:

- Calculate per diems, currency conversions, and mileage
- Book travel and link itineraries through the mobile app
- Save time by pre-populating Expense Reports via e-receipts
- Allow travelers to separate business and personal expenses
- Quicker reimbursements
- Real time business intelligence on travelers and costs
- Enable MSU to easily communicate to travelers if an event occurs
- Create cash advances and encumbrances during the pre-trip process

## Completing your Profile

Before you can begin utilizing Concur's critical functions, you must complete your Concur Profile. For information on how to do this, please refer to the [Getting Started Quick Reference Card](#).

## Benefits of MSU Travel Program

- Direct bill air, rail, and Michigan Flyer directly to your department
- Worldwide travel insurance
- Discounted rates on airfare, hotel, and car rental
- No service fees when you direct bill with Conlin Travel or directly in Concur
- 24/7 Assistance and Support

## MSU Travel Card

The MSU Travel Card is a University-liability credit card available to faculty and staff who may incur expenses while traveling on behalf of the University. Common expenses that can be charged to the credit card include conference fees, lodging, airport parking, ground transportation, etc.

To apply for a card, please [click here](#) to enroll and complete training via D2L.

## Important Apps to Download

**Concur® for Mobile** allows you to conveniently store trip information and receipts on your mobile device. This app also makes it simple to manage your Requests and Expense Reports from wherever you are.

**Triplt Pro** saves you time by creating a master itinerary for your trip that is accessible anytime. Triplt Pro will keep your itinerary, reservations, meetings, and other trip information in one place, and makes sharing with others easy.

## Want More Info?

The Travel@State team has created a list of helpful resources to guide you through each step of the travel process. Please visit the [Reference Library](#) page on our website for more information.