

# FSHN Travel Policies and Guidelines for Department Members

## General Information

- A Travel Request MUST be submitted in Concur and receive approval BOTH department approval AND fiscal approval before any travel arrangements may be made.
  - You will receive 2 different approval emails from Concur to notify you of each level of approval.
- COVID restrictions for both domestic and international travel have been lifted.
- Any travel off-campus for MSU business requires a Travel Request for liability reasons, even if the travel does not qualify for reimbursement.
- Motor Pool vehicle reservations for on-campus travel require a fully approved Travel Request in advance of making a reservation
- Conference registrations should be charged to a Pcard, rather than reimbursed. If you do not have a Pcard, please make arrangements with FSHN staff to process registration.
- General questions and requests for assistance should be emailed to [FSHN.Admin@msu.edu](mailto:FSHN.Admin@msu.edu).
- For technical issues, email [concurhelp@msu.edu](mailto:concurhelp@msu.edu).

## Timeline

- A Travel Request must be submitted and approved at both department and fiscal levels before any arrangements are made. You cannot receive reimbursement without an approved Travel Request.
- **Domestic Travel**- start your travel request at least 3 weeks before travel to allow for approvals and corrections.
  - If you intend to use an MSU Motor Pool vehicle, start your travel request at least 4 weeks in advance.
- **International Travel**- A minimum of 4 weeks' notice is required to process all travel requests.
- **Group travel**- A minimum of 4 weeks' notice is required to process group travel, regardless of destination.
- After the Travel Request has been approved at both the departmental AND fiscal levels, you may begin booking flights/hotels/etc.

## Submitting a Travel Request

- Access Concur by [logging into EBS](#) with your MSU credentials and clicking the "Travel and Expense – SAP Concur" tile.
- Your Concur Profile must be completely set up prior to creating requests or booking Travel. Refer to the [Profile Quick Reference Guide](#) for instructions.
- Use the travel office [Quick Reference Card on Requests](#) for step-by-step instructions on how to create a travel request, create a cash advance, edit a request, recall a request, copy a request, and more.
- Estimated costs for airfare, lodging, conference fees, etc. should be added for your travel request.

- A copy of your agenda/program/itinerary for the purpose of your trip (e.g., conference program/agenda; itinerary for professional meeting, etc.) is required for approval of your Travel Request. If there is no agenda available at the time the request is made, a PDF of an email indicating business purpose of the travel can be attached instead. Use the blue "Attachments" button at the top of the requests page.
- The Travel Office recommends that you never "Close" a travel request, even if the request is no longer needed. Concur will automatically close requests after 90 days.

## Travel/Expense Delegate and Travel Assistant

- Set up a Travel/Expense Delegate for help creating travel requests and expense reports for your travel reimbursements.
- Set up a Travel Assistant for help booking flights/hotels/rental cars.
- Only you can set up a Travel/Expense Delegate and/or Travel Assistant for your profile in Concur. Refer to [Travel Assistants vs. Request/Expense Delegates](#) for detailed explanation of differences and directions for setting up each role.
- If you are using a Travel Delegate and/or Travel Assistant, complete [this form](#) to send it with all travel information required for the Travel Request/travel arrangements.

## Allowable Reimbursement Information

- For information on allowable MSU travel reimbursements related to transportation, lodging, meals, and miscellaneous expenses, refer to the [Travel Office Reimbursement Chart](#). This chart is continually updated to reflect new rates and guidelines.
- International travel charged to research accounts must conform to the [Fly America Act](#).
  - Booking international flights through Frosch (formerly Conlin) ensures compliance.

## Submitting an Expense Report for Reimbursement

- The [SAP Concur app](#) can be used while traveling to upload your receipts while traveling.
- Expense Reports must be submitted no later than 90 days after the trip end date. If an expense report has not been submitted within 90 days, the Controller's Office will refuse any attempt to receive reimbursement.
- Travelers must submit their expense reports. A delegate can prepare an expense report but cannot submit the final expense report on your behalf.
- For step-by-step guidance for submitting an expense report, view the [Quick Reference Card on Expenses](#).

## FSHN Travel Policies and Guidelines, Cont'd.

- Per diems are automatically calculated. If a meal was provided to you, you need to select which meal was provided to remove it from the per diem.
- Per diems are calculated by the location of your lodging. Be sure that your Travel Allowance section is completed using the city location of your lodging.

### Motor Pool Requests

- If you intend to use a Motor Pool vehicle for your travel, you are required to have:
  1. A fully approved Travel Request that includes Motor Pool as an expense.
  2. Current approval to drive MSU vehicles from the Office of Risk Management (ORM). Approval is valid for 1 year.
  3. A reservation request with the Motor Pool office.
- ORM requires that you complete the [Michigan Driver Record Request \(msu.edu\)](#). Include Tracie Carr as the department authorized contact. OMR requires 7-10 business days to process the driving history records. Motor Pool will not release a vehicle to you if you do not have current OMR approval.
- After full Travel Request approval and OMR approval, make a reservation via the [Motor Pool website](#). You will need your Travel Request number (combination of 4 letters and numbers).
- You must have your Travel Request number to pick up the Motor Pool vehicle. If you do not have the Travel Request number, a vehicle will not be released to you.

### Graduate Students

- Some graduate students have access to Concur, while others do not. This is based on your official employment status with MSU.
- Graduate students with access to Concur can follow the steps outlined in previous sections for their Travel Requests and Expense Reports
- Some graduate students' official employment status with MSU HR may change over the summer, causing them to lose access to Concur. This should be kept in mind while submitting Travel Requests and preparing Expense Reports. As a precaution, graduate students should grant delegate status to Admin staff so the information can still be accessed.
- If a Travel Award has been granted in advance of travel, that amount should be deducted from the expense report using the "Expense Reduction" expense item and entering the travel award total as a negative amount.

### Additional Travel Resources

- [Travel@State Website](#)
- [Schedule 1-on-1 help sessions with Travel@State](#)
- [MSU Manual of Business Procedures Section 70: Travel Policies and Procedures](#)
- [Frequently Asked Questions](#)
- [Learn the New Travel & Expense System](#)

### Travel Contact Info

FSHN Office Travel Contacts

Main travel coordinator: Ashley Wallin

Backup travel coordinator: Aislinn Callahan-Brandt

Email: [FSHN.Admin@msu.edu](mailto:FSHN.Admin@msu.edu)

MSU Travel office

Phone: 517.355.5000

Email: [travel@ctrl.msu.edu](mailto:travel@ctrl.msu.edu)

Concur Assistance

Email: [concurhelp@msu.edu](mailto:concurhelp@msu.edu)

Frosch (formerly Conlin) Travel Assistance

Phone: 517.884.9400

Email: [msu@conlintravel.com](mailto:msu@conlintravel.com)

Motor Pool Office

Phone: 517.355.1868

Email: [ipf.servicegarage@msu.edu](mailto:ipf.servicegarage@msu.edu)

