Login to Concur: Access the Concur system through MSU EBS

Travel and Expense
SAP Concur

✈$

New Window Opens
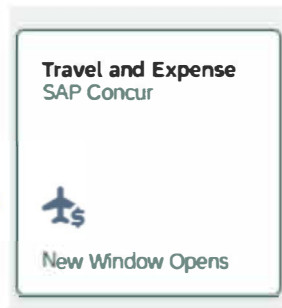
Click on **Create** to bring up the selection box

⊕ Create ⌄

Start a Request

Start a Report

Enter Reservation

GAN STATE
ERSITY

Create New Request   ✕

* Required field
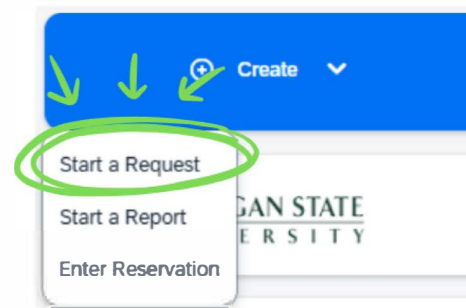
Request Policy * ❓
Profiled Traveler Policy   ⌄

Request/Trip Name * ❓
Disney_Under The Sea Site Visit

Request/Trip Start Date *
08/08/2025   📅

Request/Trip End Date *
08/15/2025   📅

Request/Trip Purpose *
Research and Creative Endeavors   ✕ ⌄

Secondary Trip Purpose
⌄

Trip Description * ❓   34/500
Site visit to conduct MSU research

Destination City *
Orlando, Florida   ✕ ⌄

Destination Country *
UNITED STATES (US)   ✕ ⌄

Does this trip include personal travel? *
No   ✕ ⌄

Traveler Type *
Staff   ✕ ⌄

Trip Type *
Out of State (CONUS/OCONUS)   ✕ ⌄

Travel Funding Source * ❓
Non-MSU Funds   ✕ ⌄

Students | Is the Approver from the same department? ❓
Yes   ✕ ⌄

Account ❓   2
⌄

Subaccount ❓   3

SubObject
⌄

Project
⌄

Org Ref ID ❓

Total Approved Amount *
$ ▾

Cancel   **Create Request**

Name your trip and select dates of travel. If there will be personal travel select YES, and please include all dates including the personal travel.

Please use the Non-MSU Funds option for all requests this allows the Total Approved Amount on the bottom to remain blank. The funding source will be changed when your expense report is made.

When you have filled in the boxes shown above click Create Request and Submit the request on the next page.