

<b>CONCUR MODULE</b>	<b>PURPOSE</b>	<b>WHO WILL ENTER?</b>	<b>ON BEHALF OF WHOM?</b>	<b>PAST METHOD</b>
<b>REQUEST</b>	To request approval to travel on behalf of MSU	Traveler or assigned Delegate	Traveler (MSU employee or student)	Sections A-C signatures on MSU A-03
<b>TRAVEL (online Travel Leaders system)</b>	To book travel for self (traveler)	Traveler or assigned Travel Arranger	Traveler (MSU employee or student)	Email or call Travel Leaders; email or call Travel Services for EBTA number
<b>EXPENSE</b>	To request reimbursement for out-of-pocket expenses incurred while traveling for MSU	Traveler or assigned Delegate	Traveler (MSU employee or student)	Sections D-H on MSU A-03