



Equivalencies

CONCUR MODULE	PURPOSE	WHO WILL ENTER?	ON BEHALF OF WHOM?	PAST METHOD
REQUEST	To request approval to travel on behalf of MSU	Traveler or assigned Delegate	Traveler (MSU employee or student)	<ul style="list-style-type: none">Sections A-C signatures on MSU A-03 (Domestic)Page 3 signatures of A-04 (International)
TRAVEL	To book travel for self (traveler) or other MSU employee or student	Traveler or assigned Travel Arranger	Traveler (MSU employee or student)	Email or call Travel Leaders; email or call Travel Services for EBTA number
EXPENSE	To request reimbursement for out-of-pocket expenses incurred while traveling for MSU	Traveler or assigned Delegate	Traveler (MSU employee or student)	<ul style="list-style-type: none">Sections D-H on MSU A-03 (Domestic)A-05 (International)



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TRAVEL SERVICES