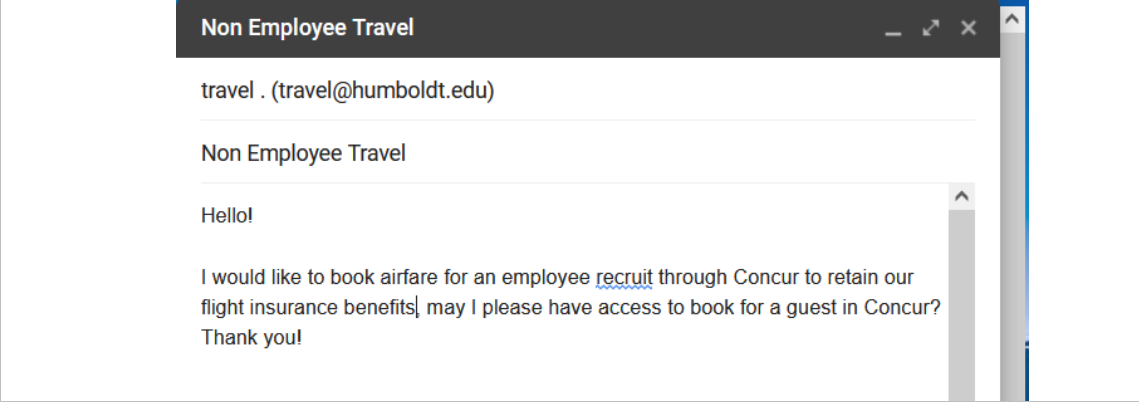


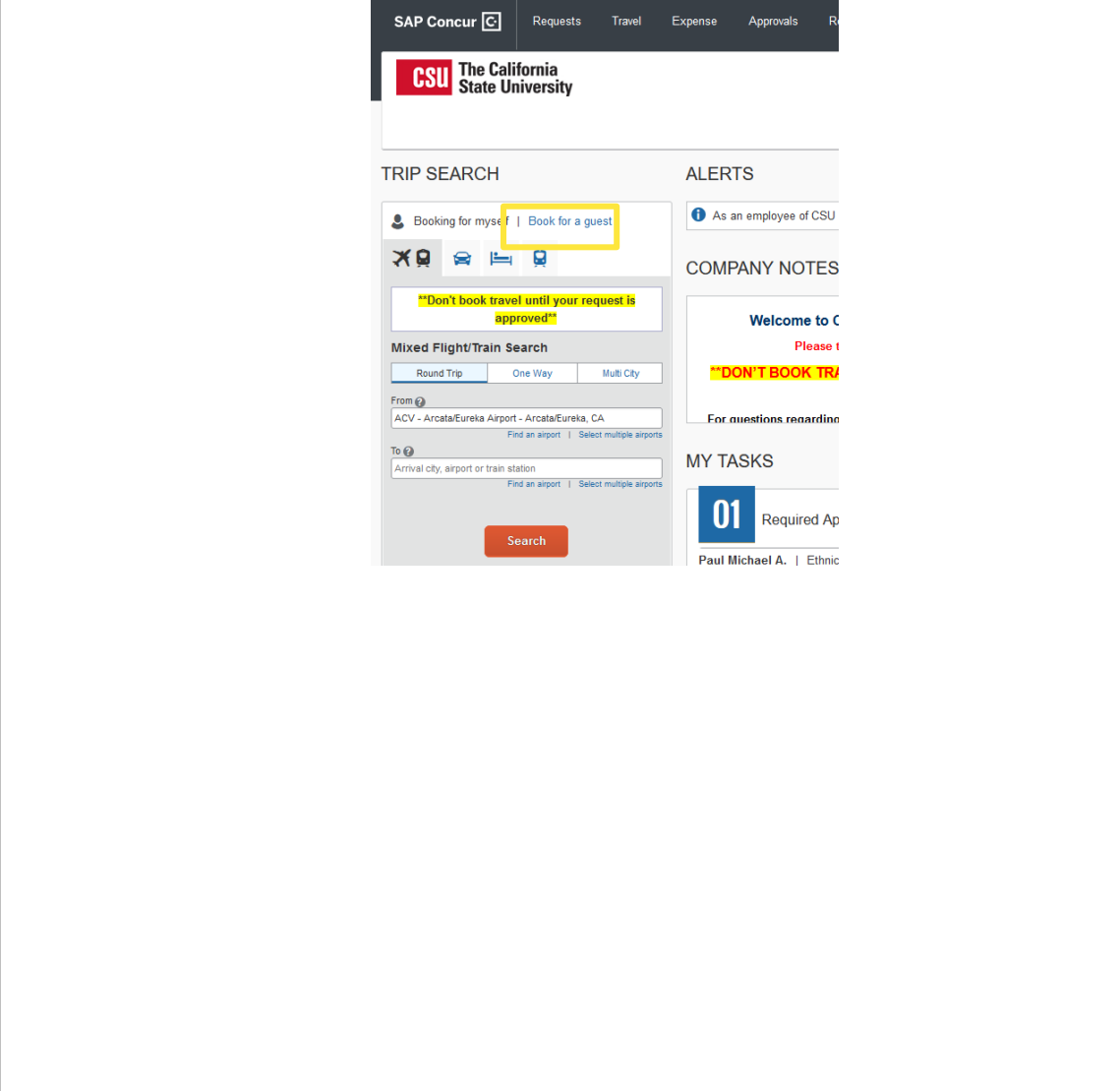
<p><b>DATE OF LAST UPDATE</b></p> <p>Jan 22, 2023</p>	<p><b>LAST UPDATED BY</b></p> <p>Bethany Rapp</p>
---	---

STEP	ACTIVITY
------	----------

If you are planning and paying for travel for a student or any non employee, you can now do that through Concur! First, email [travel@humboldt.edu](mailto:travel@humboldt.edu) to request access to that capability in Concur.



Once we email you back confirming access, log into SAP Concur through your myHumboldt portal. On the Trip Search feature, you should now have a **“Book for a guest”** link.



Click on the tab of travel type you would like to book and enter in the trip information and then click "Search".

### TRIP SEARCH

Booking for a guest | [Book for myself](#)

**"Don't book travel until your request is approved"**

**Mixed Flight/Train Search**

[Round Trip](#) [One Way](#) [Multi City](#)

From ACV - Arcata/Eureka Airport - Arcata/Eureka, CA  
[Find an airport](#) | [Select multiple airports](#)

To LAX - Los Angeles Intl Airport - Los Angeles, CA  
[Find an airport](#) | [Select multiple airports](#)

Depart 02/01/2023 depart 09:00 am ± 8

Return 02/04/2023 depart 03:00 pm ± 4

Pick-up/Drop-off car at airport  
 Find a Hotel

Search by  
Price ▼

Include additional refundable air fares  
 Flights w/ no double connections

[Search](#)

Select "View" to see room, airfare, or car rental rates, depending on what you are booking.



#### 3. Motel 6 Arcata

4755 Valley West Blvd, Arcata, CA 95521 [Map it](#)

3.71 miles

\$90

[View Rooms](#)

[Hotel details](#)



#### 4. Best Western Arcata Inn

4827 Valley W Blvd, Arcata, CA 95521 [Map it](#)

3.58 miles

\$113

[View Rooms](#)

[Hotel details](#)



#### 5. Hampton Inn & Suites Arcata

4750 Valley West Blvd, Arcata, CA 95521 [Map it](#)

3.67 miles

\$131

[View Rooms](#)

[Hotel details](#)



#### 6. Holiday Inn Express

3107 Concorde Dr, Mc Kinleyville, CA 95519 [Map it](#)

4.67 miles

\$130

[View Rooms](#)

E-Receipt Enabled

Click on the price next to the travel you are wanting to book.

**6. Holiday Inn Express**  
3107 Concorde Dr, Mc Kinleyville, CA 95519 [Map it](#) **\$139**  
[Hide Rooms](#)

4.67 miles ★★☆☆☆

E-Receipt Enabled Hotel details

**Room Options**

Tmc 7 Lra 1 King Standard Comm Mobil Access Tub 400 Sqft Standard Comm Mobil Access Tub Please cancel 1 day before arrival (Worldspan) ✓ **\$139**  
[Rules and cancellation policy](#)

Tmc 7 Lra 1 King Standard Comm Mobil Access Tub 400 Sqft Standard Comm Mobil Access Tub Please cancel 1 day before arrival (Worldspan) ✓ **\$139**  
[Rules and cancellation policy](#)

Best Flexible Rate 1 King Standard Comm Mobil Access Tub 400 Sqft Standard Comm Mobil Access Tub Please cancel 1 day before arrival (Worldspan) ✓ **\$150**  
[Rules and cancellation policy](#)

It will bring up your reservation details, and this is the point you will enter the guest traveler information for the hotel, car rental, or flights being purchased.

**TRIP SUMMARY**

**Hotel Selected**  
Nights: 3  
McKinleyville, CA 95519, USA  
Check-in: Wed, 02/01/2023  
Check-out: Sat, 02/04/2023

**Finalize Trip**

## Review and Reserve Hotel

### REVIEW HOTEL ROOM

**Holiday Inn Express**  
Tmc 7 Lra 1 King Standard Comm Mobil Access Tub 400 Sqft Standard Comm Mobil Access Tub Please ca  
3 Nights | 1 Guest\*

Check-in	Check-out	Address
Wednesday, February 01, 2023	Saturday, February 04, 2023	3107 Concorde Dr Mc Kinleyville, California 95519 United States

\* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary travel check-in.

### PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

### ENTER HOTEL GUEST INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assign itinerary, you will see the traveler's name on the itinerary.

**Please make certain that the first and last names shown below are identical to those on the photo i will be presenting at the airport.** Due to increased airport security, the guest may be turned away at the not match the name on their ticket.

**Guest Traveler**

Title \*  Legal First Name \*  Legal Last Name \*

Phone \*  Select  Email \*

Hotel Program

Once you fill out traveler information, make sure to follow directions on each page to confirm your purchases.

## ACCEPT RATE DETAILS AND CANCELLATION POL

Please review the rate details and cancellation policy provided by the hotel.

**Holiday Inn Express**

Please review the rate rules and restrictions before continuing.

The hotel provided the following information:  
**RATE CHANGES OVER DURATION OF STAY**

I agree to the hotel's rate rules, restrictions, and cancellation policy.

[Back](#) [Reserve Hotel and Continue](#)

After items are purchased, please make sure to add the expenses to the appropriate expense report. If we will be reimbursing the non employee for other travel expenses, these state travel card transactions can be added to that same expense report. If we are only paying for their expenses, please make sure to create a request and expense report. Please visit our [Concur webpage](#) if you have any questions!