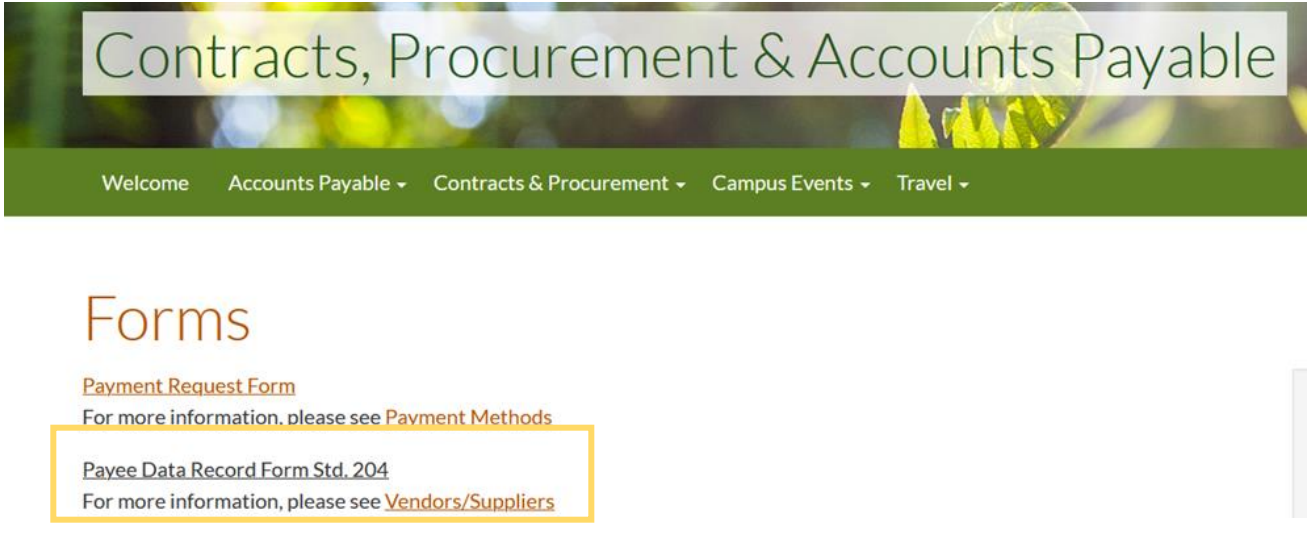
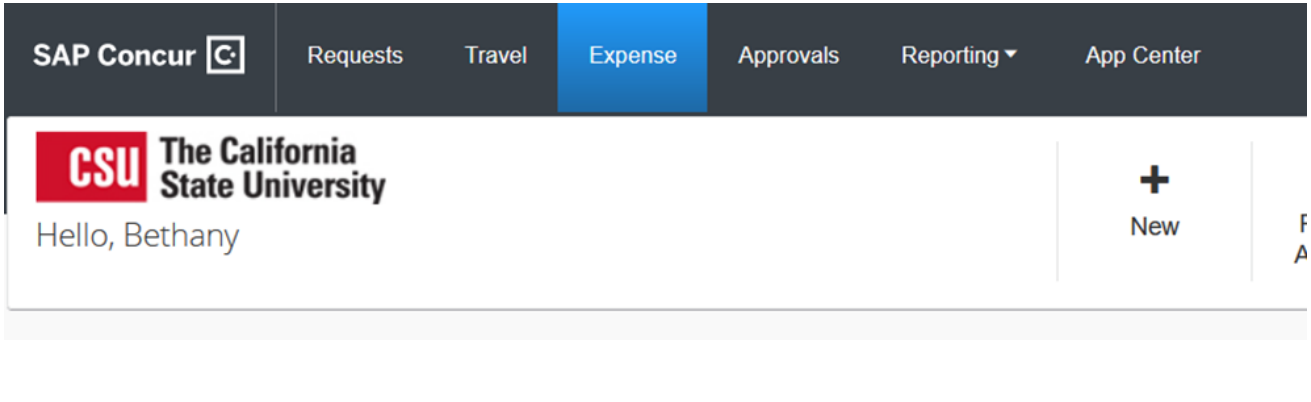
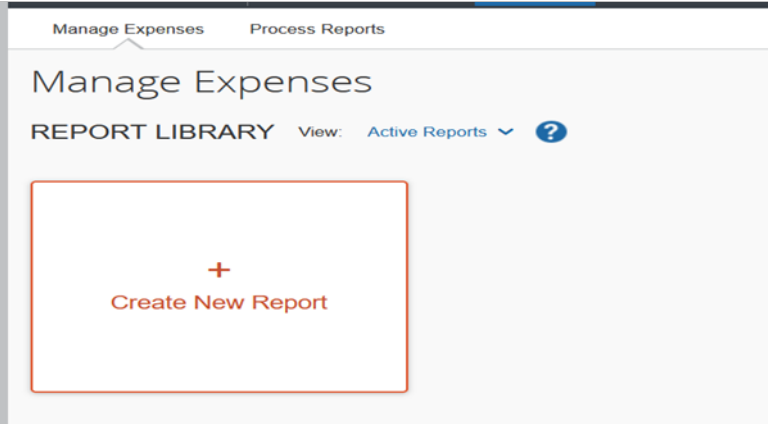


DATE OF LAST UPDATE

November 14, 2022

LAST UPDATED BY

Bethany Rapp

| STEP | ACTIVITY |
|---|--|
| <p>Have the guest traveler fill out a 204 Payee Data Record Form, then email travel@humboldt.edu to request the traveler be added to Concur once you receive confirmation the 204 was submitted.</p> |  |
| <p>Once you receive confirmation the guest has been added as a supplier, log into SAP Concur to begin an Expense Report. NO REQUEST IS NEEDED FOR GUEST TRAVELERS.</p> |  |
| <p>Create New Report</p> |  |

From the Policy drop down, select "CSU-Non-Employee Expense Policy".

Create New Report

Create From an Approved Request

Policy *
*CSU-Non-Employee Expense Policy

Business Unit for Supplier *
Search by Text

Non-Employee Name *
Search by Text

Trip Type *
None Selected

Traveler Type *
None Selected

Trip Purpose *
None Selected

Travel Start Date *
MM/DD/YYYY

Travel End Date *
MM/DD/YYYY

Destination City/State

Personal Dates of Travel-If none enter NA *

Cancel Create Report

Select the business unit as HMCMP, then you can select the guest from the Non-Employee Name drop down.

Policy *
*CSU-Non-Employee Expense Policy

Business Unit for Supplier *
(HMCMP) HMCMP - Humboldt State University

Non-Employee Name *
Search by Text

Report/Trip Name *

Trip Type *
None Selected

Traveler Type *
None Selected

Trip Purpose *
None Selected

Travel Start Date *
MM/DD/YYYY

Travel End Date *
MM/DD/YYYY

Destination City/State

Personal Dates of Travel-If none enter NA *

Trip Type will always be "1-In-State". Traveler Type is "Non-Employee". Trip Purpose is "Employee Recruitment / Interview".

Report/Trip Name *
TEST: Employee Recruitment

Trip Type *
1-In-State

Traveler Type *
Non-Employee

Trip Purpose *
Employee Recruitment/Interview

Travel Start Date *
11/10/2022

Travel End Date *
11/18/2022

Destination City/State
Arcata

Personal Dates of Travel-If none enter NA *
NA

Did they travel to a banned state? *
No

Continue to fill out all pertinent information in the header as you normally would for Trip Name, Destination, Travel Dates, etc. Click "Create Report".

Department *
Search by Text

Program *
Search by Text

Class *
Search by Text

Project *
Search by Text

Report Total

Comments To/From Approvers/Processors
Travel for IT faculty Candidate

Cancel Create Report

No Expenses

When the Expense Report is created, you can go in and add/itemize expenses by selecting "Add Expense".

TEST: Employee Recruitment \$0.00

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance 

Add Expense

Edit

Delete

Copy

Allocate

Com

When defining credit card transaction expenses or entering out of pocket expenses use **Section 11. Employee Recruitment/Interview.**

Add Expense

0

Available Expenses

+

Create New Expense

Search for an expense type

Pre Season

Team/Group Meals

11. Employee Recruitment/Interview

Airfare Employee Recruitment

Airline Fees Employee Recruitment

Car Rental Employee Recruitment

Car Rental Fuel Employee Recruitment

After all expenses are added, you may "Submit Report" in the upper right hand corner.

TEST: Employee Recruitment \$0.00

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance 

Add Expense

Edit


Delete

Copy

Allocate

Combine Expenses

Move to 

View: Standard 

Submit Report