Steps Activity	Activity						
First, navigate	Q						
to our							
International Financial services Accounting 🕂 Accounts Payable 🕂 Travel 🕂 Accounts Receivable & Billing Asset Management 🕂							
Travel							
Please note: All International Travel, including \$0 travel, must go through Concur (unless SPF) for insurance reasons. Be sure to refer to the CSU Travel Policy for complete rules and guidelines. webpage. to the CSU Travel Policy for complete rules and guidelines.							
follow the International Travel (Concur: All Stateside Funded Business, Including \$0							
appropriate Travel)							
stens listed All International Travel must be requested in Concur (if applicable) at least 40 days prior to travel. If this timeframe is not met, please							
and submit traveler being personally liable for expenses.							
Vour Concur I. Make sure the traveler has a State Travel Card.							
2. The traveler will receive the signed form via email once it is approved.							
3. Attend a Concur training session (if you have not yet) and reference the <u>International Travel Guide</u> .							
4. If traveler is a student, and will be incurring out of pocket expenses that will need to be reimbursed, the student must fill out the 204 Payee Data Record Form. Once the form is completed, email travel@humboldt.edu to alert the Travel Office so the student will be							
added into Concur. The <u>Non-Employee Guide</u> lists out the steps for student travel reimbursements.							
5. Use Concur to create your trip request.							
 If traveling with students, please attach a roster with names, phone number, email, and emergency contact for student(s). Submit your trip accurate through Consur 							
7. submit your trip request through Concur. 8. Upon approval, book your trip.							
9. While you travel, use your State Travel Card (if applicable).							
10. When you return, verify transactions and submit your expense report.							
International Travel (DecuSian Method: SDE Only)							
Log into Concur Requests V	8						
(access through Manage Requests Process Requests							
Faculty/ Staff							
Resources drop Home / Requests / Manage Requests							
down) and Manage Requests							
Create New	_						
Request. View All Requests Vie	est						
Request Name↓↑ Status↓↑ Request Dates↓ [∓] Requested↓↑ Approved↓↑ Remaining amount	ıt↓î						
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CSU Business Conference 2024 Approved 05/07/2024 \$2,435.69 \$2,435.69 \$1,033	.52						
00232024							
Fill out your							
Request							
information as							
you normally							
would, make							
sure to choose							
"3-							
International"							
as the travel							
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Request info is							

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International Travel Guide

Create New Request						×
						* Required field
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^CSU-Request Policy	~	Example Conference Canada		3-International		
Travel Start Date *		Travel End Date *		None Selected		
MM/DD/YYYY		MM/DD/YYYY		1-In-State		
				2-Out-of-State		
Traveler Type *		Trip Purpose *		3-International		
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Personal Dates of Travel-If none enter NA*	3	Destination City/State * 🕜]	Final Destination C	Country *	
		• •		Search by Cou	untry/Region	~
Are you traveling to a banned state? *		Are you traveling with students? *		Business Unit *		0
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	04a. Meal & Inci	identals Per Diem				
	Oth Monte De	mestic (Travel prior to 1-1-24)				
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If you selected	Edit Request Header		×
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students.	*CSU-Request Policy	Example Conference Canada	3-International
nlease attach a	Travel Start Date *	Travel End Date *	
rostor of	07/08/2024	07/12/2024	
iuster ui	Traveler Type *	Trip Purpose *	If Faculty, is class covered?
students. This	Staff 🗸 🗸	Conference ~	NA X Y
roster must	Personal Dates of Travel-If none enter NA * 🚱	Destination City/State * 🚱	Final Destination Country *
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phone		1 / 14	
numbers, and	Alerts: 1		
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students. Then	ACTION REQUIRED: Attach a roster of	students with names, phone numbers, email, and e	mergency contacts
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Request"	Evample Confere	nco Conodo 🕀	Comu Doguest
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International Travel Guide

Now, you must create a Travel Itinerary for your International	Local Mileage Fall 22 \$0.00 Not Submitted Report Number: N3WH94							
automatically calculate your	Report Details 🗸 Print/Share 🗸 Manage Receipts 🗸 Travel Allowance 🗸							
per diem rate. Select the "Travel	Add Expense Edit Delete Col Manage Travel Allowance Con							
Allowance"								
drop down, then " Manage								
Travel Allowance ["] .								
Now select "1	Travel Allowances For Report: Local Mileage Fall 22							
Create New								
Itinerary" in	1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments							
the upper left.	Assigned Itineraries							
	Departure City Date and Time *							
	No Assigned Itineraries Found							

Add your itinerary information by entering your departure and arrival information, then click "Save".	Travel Allowances For Report: Local Mileage Fail 22 Creats Heav Tourary Creats Heav T	Save
Next, enter your return itinerary information or the next stop along your journey if applicable, then click "Save".	Treef Allowances For Report. Local Mileage Fall 22	Save

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Once vour	Travel Allowances For Report: Local Mileage Fall 22				
denarting and	Edit tinerary Available tineraries 3 E	kpenses & Adjustments			
	Itinerary Info				
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select Next .	Arcata, California	Toronto, Ontario	TORONTO, CANADA	Arcata, California	
	09/01/2022 07:45 AM	09/01/2022 05:00 PM Arcata, California	HUMBOLDT COUNTY, US-CA, US	Date Time	
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	Travel Allowances For Report: Local Mileane F	all 22			
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following page,	Create New Itinerary Available Itineraries	3 Expenses & Adjustments			
click "Nevt"	Assigned Itineraries				
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	Available Itineraries				
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	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
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If any of your	Travel Allowances For Report: Local Mileage Fall 22						
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nrovidad far	Show dates from						
	Date/Location +	Breakfast Provided	Lunch Provided	Dinner Provided			
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must be	N	1&I-Intl, AL, HI & US Poss (Travel prior to 1-1-2	(4)	-			
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	▲ 05.	Hospitality					
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Continue to enter all of your relevant	Example Toronto Conference \$0.00 Not Submitted Report Number: N3WH94					Delete Report Submit Report
expenses and	Report Details V Print/Share	 Manage Receipt 	ts 🗸 Travel Allowance	~		
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