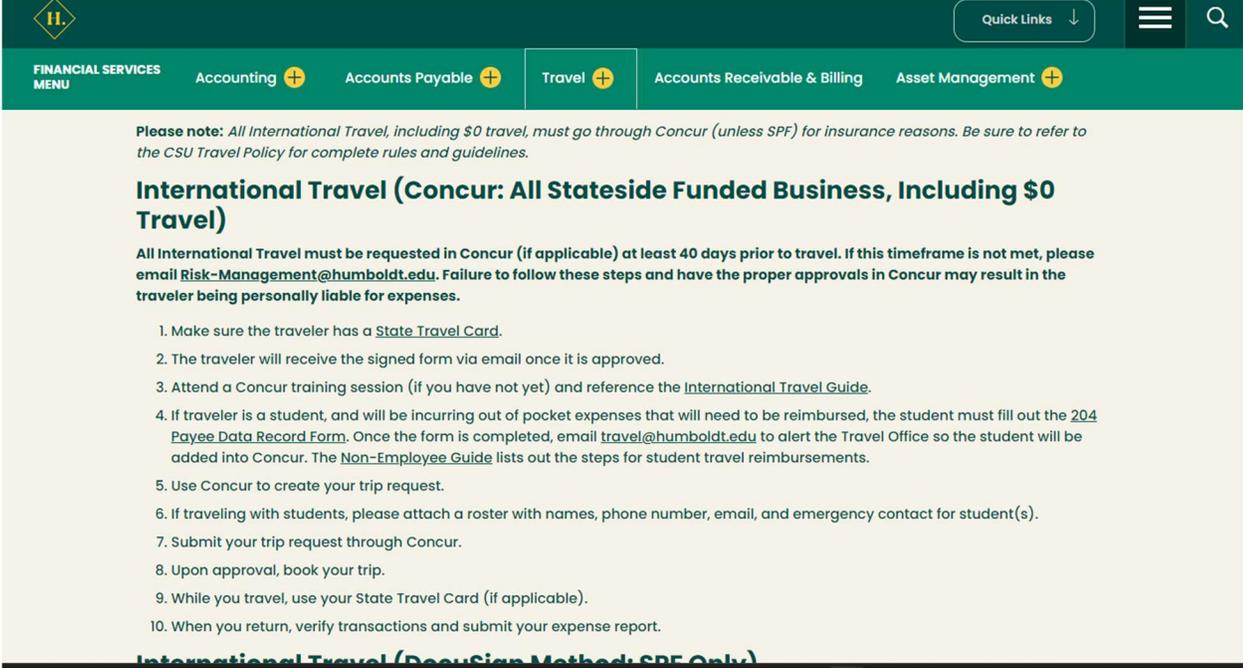
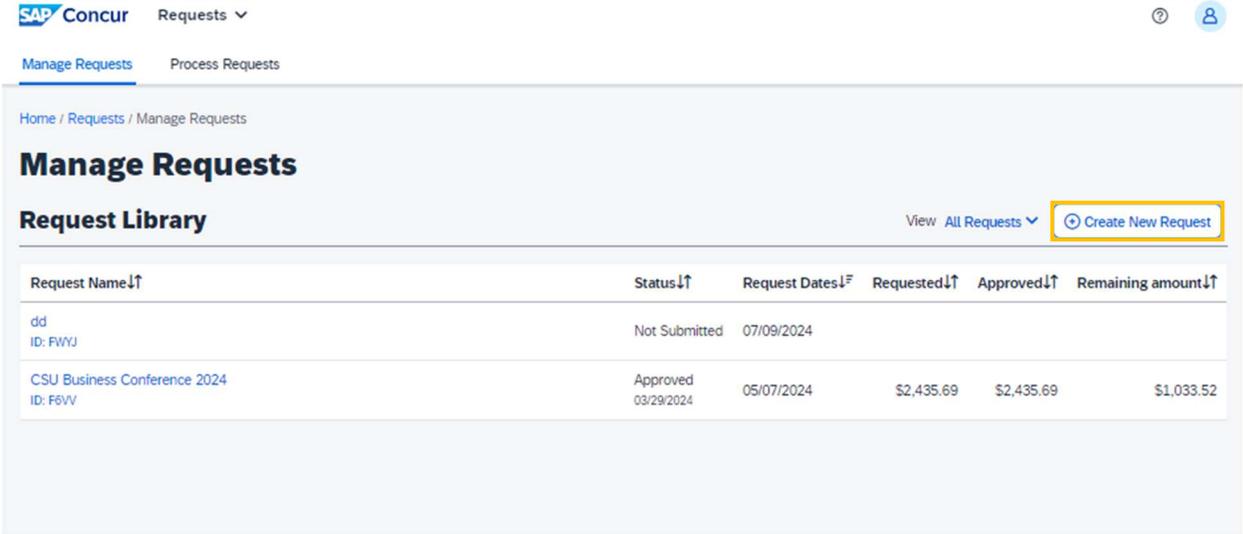


Steps	Activity																		
<p>First, navigate to our <a href="#">International Travel webpage</a>, to follow the appropriate steps listed, and submit your Concur Request at least 40 days prior to travel.</p>	 <p><b>Activity</b></p> <p><b>FINANCIAL SERVICES MENU</b> Accounting + Accounts Payable + <b>Travel +</b> Accounts Receivable &amp; Billing Asset Management +</p> <p><b>Please note:</b> 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.</p> <p><b>International Travel (Concur: All Stateside Funded Business, Including \$0 Travel)</b></p> <p>All International Travel must be requested in Concur (if applicable) at least 40 days prior to travel. If this timeframe is not met, please email <a href="mailto:Risk-Management@humboldt.edu">Risk-Management@humboldt.edu</a>. Failure to follow these steps and have the proper approvals in Concur may result in the traveler being personally liable for expenses.</p> <ol style="list-style-type: none"> <li>1. Make sure the traveler has a <a href="#">State Travel Card</a>.</li> <li>2. The traveler will receive the signed form via email once it is approved.</li> <li>3. Attend a Concur training session (if you have not yet) and reference the <a href="#">International Travel Guide</a>.</li> <li>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 <a href="#">204 Payee Data Record Form</a>. Once the form is completed, email <a href="mailto:travel@humboldt.edu">travel@humboldt.edu</a> to alert the Travel Office so the student will be added into Concur. The <a href="#">Non-Employee Guide</a> lists out the steps for student travel reimbursements.</li> <li>5. Use Concur to create your trip request.</li> <li>6. If traveling with students, please attach a roster with names, phone number, email, and emergency contact for student(s).</li> <li>7. Submit your trip request through Concur.</li> <li>8. Upon approval, book your trip.</li> <li>9. While you travel, use your State Travel Card (if applicable).</li> <li>10. When you return, verify transactions and submit your expense report.</li> </ol> <p><b>International Travel (DeuSign Method: SPF Only)</b></p>																		
<p>Log into Concur (access through Faculty/ Staff Resources drop down) and Create New Request.</p>	 <p><b>SAP Concur</b> Requests</p> <p>Manage Requests Process Requests</p> <p>Home / Requests / Manage Requests</p> <p><b>Manage Requests</b></p> <p><b>Request Library</b> View All Requests <a href="#">Create New Request</a></p> <table border="1"> <thead> <tr> <th>Request Name</th> <th>Status</th> <th>Request Dates</th> <th>Requested</th> <th>Approved</th> <th>Remaining amount</th> </tr> </thead> <tbody> <tr> <td>dd ID: FWVJ</td> <td>Not Submitted</td> <td>07/09/2024</td> <td></td> <td></td> <td></td> </tr> <tr> <td>CSU Business Conference 2024 ID: F6VV</td> <td>Approved 03/29/2024</td> <td>05/07/2024</td> <td>\$2,435.69</td> <td>\$2,435.69</td> <td>\$1,033.52</td> </tr> </tbody> </table>	Request Name	Status	Request Dates	Requested	Approved	Remaining amount	dd ID: FWVJ	Not Submitted	07/09/2024				CSU Business Conference 2024 ID: F6VV	Approved 03/29/2024	05/07/2024	\$2,435.69	\$2,435.69	\$1,033.52
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<p>Fill out your Request information as you normally would, make sure to choose "3-International" as the travel type. Once your Request info is filled out, click</p>	Empty space for the final step																		

“Create Request”.

Add your Expected Expenses to the Request, by clicking “Add”. Make sure to select “04a. Meal & Incidental- Per Diem Possessions” if your travel funding will cover meals. International Meal per diems are determined by location at [this site](#).

If you selected “Yes” top traveling with students, please attach a roster of students. This roster must include names, addresses, phone numbers, and emergency contacts for all students. Then you may “Submit Request”.

**Edit Request Header** ✕

Example Conference Canada | Request ID: FJNF

---

Request Policy: \*CSU-Request Policy

Request/Trip Name: Example Conference Canada

Trip Type: 3-International

Travel Start Date: 07/08/2024

Travel End Date: 07/12/2024

Traveler Type: Staff

Trip Purpose: Conference

If Faculty, is class covered?: NA

Personal Dates of Travel-If none enter NA: NA

Destination City/State: Florence, ITALY

Final Destination Country: ITALY (IT)

Are you traveling to a banned state?: No

Are you traveling with students?: **Yes**

Business Unit: (HMCMP) HMCMP - Cal Poly Humboldt

---

Alerts: 1 ⬆

**REQUEST**

⚠ ACTION REQUIRED: Attach a roster of students with names, phone numbers, email, and emergency contacts

[Open the Request header](#)

**Example Conference Canada**

Copy Request **Submit Request**

Not Submitted | Request ID: FJNF

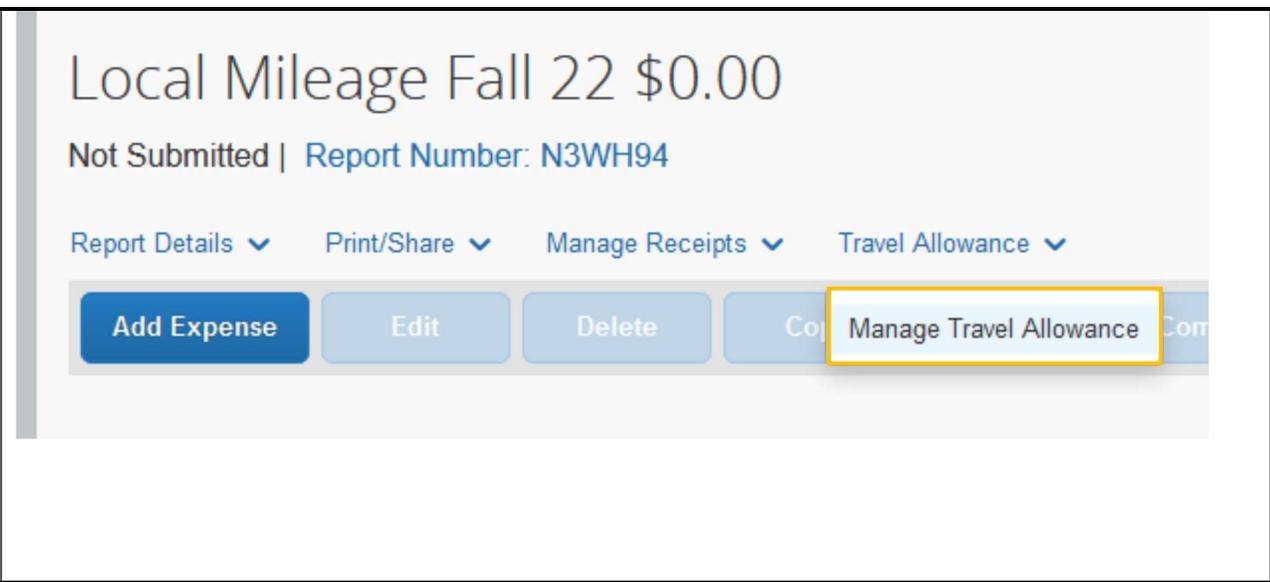
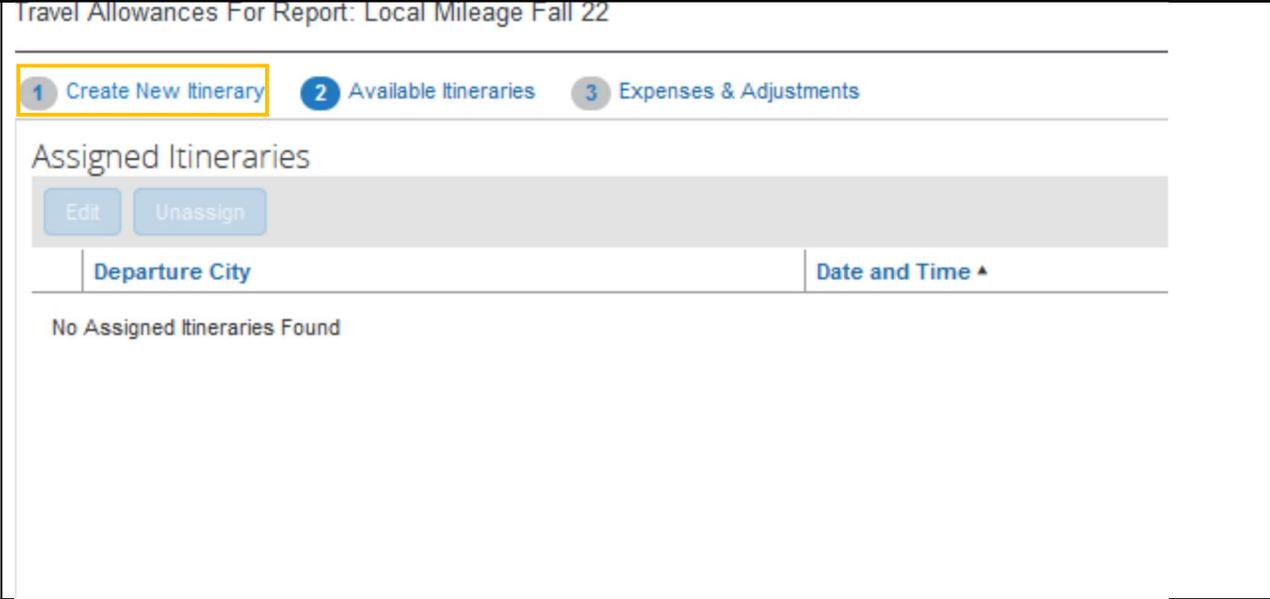
Creating An Expense Report

After your travel, you must create your Expense Report. Go to your originally approved Request and select “Create Expense Report”.

**CSU Business Conference 2024 \$0.00**

Delete Report

**Submit Report**

<p>Now, you must create a Travel Itinerary for your International Travel that will automatically calculate your per diem rate. Select the <b>“Travel Allowance”</b> drop down, then <b>“Manage Travel Allowance”</b>.</p>	
<p>Now select <b>“1 Create New Itinerary”</b> in the upper left.</p>	

Add your itinerary information by entering your departure and arrival information, then click "Save".

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Local Mileage Fall 22 Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City *	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Arcata, California

Date: 09/01/2022 Time: 7:45 AM

Arrival City: Toronto, Ontario

Date: 09/01/2022 Time: 5:00 PM

Save

Next, enter your return itinerary information or the next stop along your journey if applicable, then click "Save".

Travel Allowances For Report: Local Mileage Fall 22

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Local Mileage Fall 22 Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City *	Arrival City	Arrival Rate Location
Arcata, California	Toronto, Ontario	TORONTO, CANADA
09/01/2022 07:45 AM	09/01/2022 05:00 PM	

New Itinerary Stop

Departure City: Toronto, Ontario

Date: 09/03/2022 Time: 6:00 AM

Arrival City: Arcata, California

Date: 09/03/2022 Time: 6:00 PM

Save

Once your departing and returning travel information has been added, select “Next”.

Travel Allowances For Report: Local Mileage Fall 22

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Local Mileage Fall 22 Selection: USGSA

Buttons: Add Stop, Delete Rows, Import Itinerary

Departure City	Arrival City	Arrival Rate Location
Arcata, California 09/01/2022 07:45 AM	Toronto, Ontario 09/01/2022 05:00 PM	TORONTO, CANADA
Toronto, Ontario 09/03/2022 06:00 AM	Arcata, California 09/03/2022 06:00 PM	HUMBOLDT COUNTY, US-CA, US

New Itinerary Stop

Departure City: Arcata, California

Date: [ ] Time: [ ]

Arrival City: [ ]

Date: [ ] Time: [ ]

Buttons: Save

Buttons: Go to Single Day Itineraries, Next >>, Cancel

On the following page, click “Next” again.

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Buttons: Edit, Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Local Mileage Fall 22				
Arcata, California	09/01/2022 07:45 AM	Toronto, Ontario	09/01/2022 05:00 PM	TORONTO, CANADA
Toronto, Ontario	09/03/2022 06:00 AM	Arcata, California	09/03/2022 06:00 PM	HUMBOLDT COUNTY, US-CA, US

Available Itineraries

Current Itineraries: [ ] Buttons: Delete, Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

Buttons: << Previous, Next >>

If any of your meals were provided for you (complimentary breakfasts, conference meals, etc) select those by checking the applicable box on the appropriate date, then click "Create Expense".

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] [Go]

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided
09/01/2022 Toronto, Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/02/2022 Toronto, Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2022 Toronto, Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<< Previous Create Expenses Cancel

Concur will route you back to your expense report. Add credit card, or out of pocket, transactions from your travel by selecting "Add Expense".

Local Mileage Fall 22 \$0.00

Not Submitted | Report Number: N3WH94

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate

All meals that happened out of the 48 Contiguous United States must be marked as "Meals & Incidentals Per Diem Possessions".

Add Expense

Available Expenses (0) [+ Create New Expense](#)

Rail

04a. Meal & Incidentals Per Diem

M&I-Intl, AL, HI & US Poss (Travel prior to 1-1-24)

Meals Charged on Campus Issued Card

04b. Meals - Domestic (Travel prior to 1-1-24)

Breakfast - Domestic (Travel prior to 1-1-24)

Dinner - Domestic (Travel prior to 1-1-24)

Lunch - Domestic (Travel prior to 1-1-24)

05. Hospitality

Hospitality

06. Office Expenses

Postage/Freight

Continue to enter all of your relevant expenses and supporting documentation. Once this is complete, you may **“Submit Report”**.

Example Toronto Conference \$0.00

Delete Report

Submit Report

Not Submitted | Report Number: N3WH94

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▾

View: Standard ▾