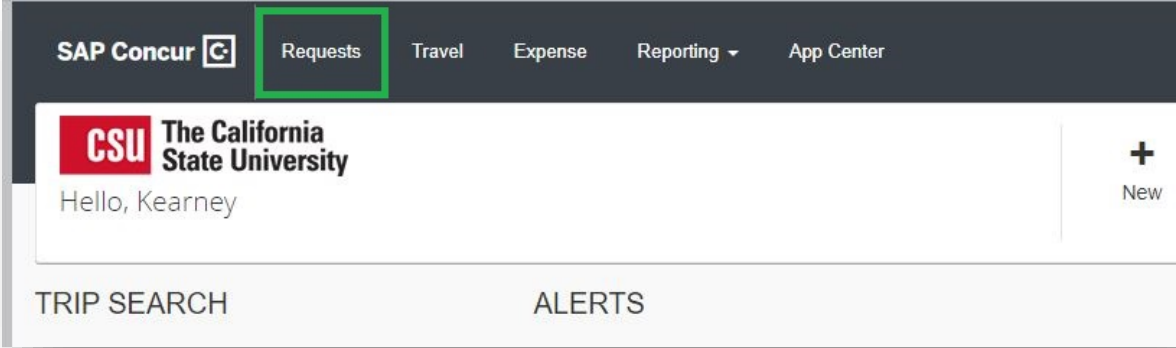
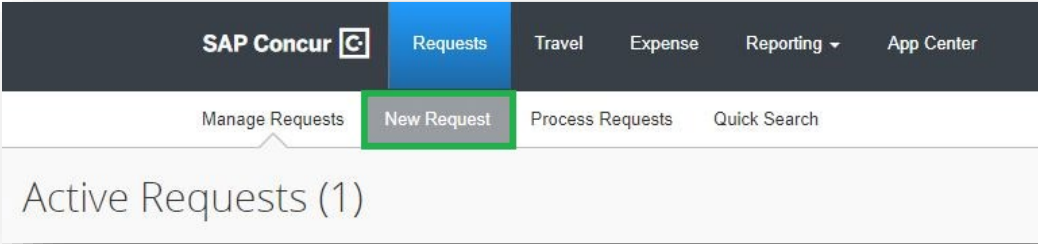
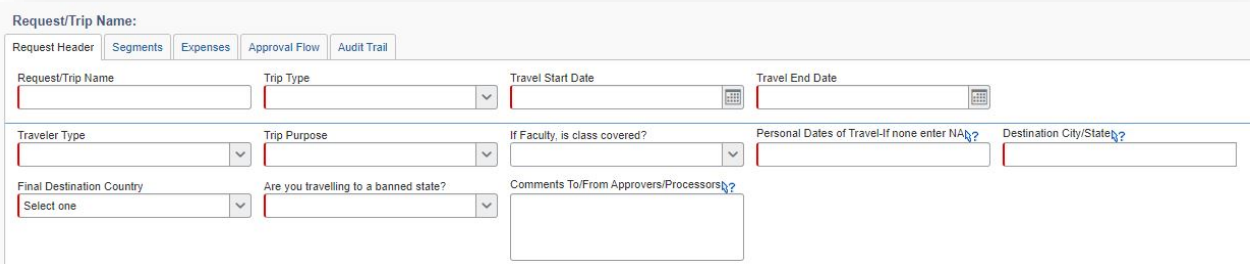


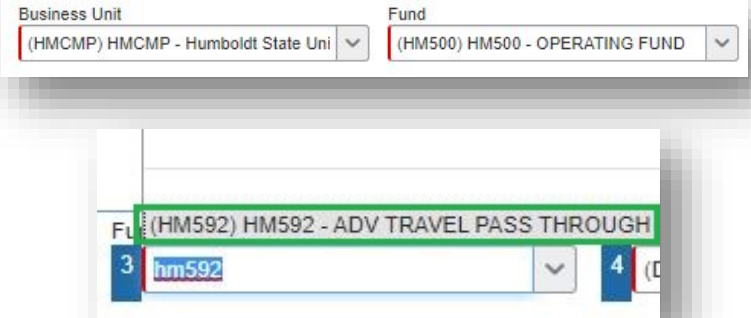



**DATE OF LAST UPDATE**

August 14, 2020

LAST UPDATED BY

Kearney Vander Sal

STEP	ACTIVITY
<p>First, log into SAP Concur and click on "Requests" in the upper left corner.</p>	
<p>Next, click on "New Request."</p>	
<p>Fill out all fields with a red bar.</p>	

<p>Below your trip information, the Fund will auto-populate with HM500. Please type in and then click on HM592 to use ADV funds for this trip.</p>	
<p>Type in and select your Department from the drop down menu.</p>	
<p>Type in and select the correct Foundation (HMADV) fund source for this trip in the "Class" box.</p>	
<p>Once this page is filled out and the correct fund/class information has been added, click "Save" in the upper right area of the screen.</p>	
<p>Continue to fill out the Segments and Expenses tabs as needed before submitting the Request for approval.</p>	<p>Please use the full Request Guide for more information regarding the Segments and Expenses tabs. It and other guides can be found on the HSU Concur Website.</p>