



Concur Non-Employee Travel Guide

DATE OF LAST UPDATE

October 12, 2022

LAST UPDATED BY

Bethany Rapp

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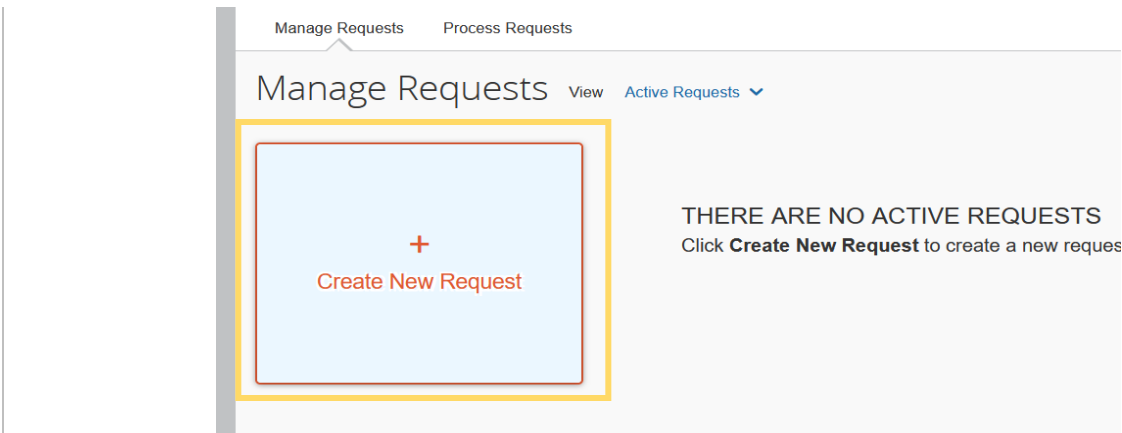
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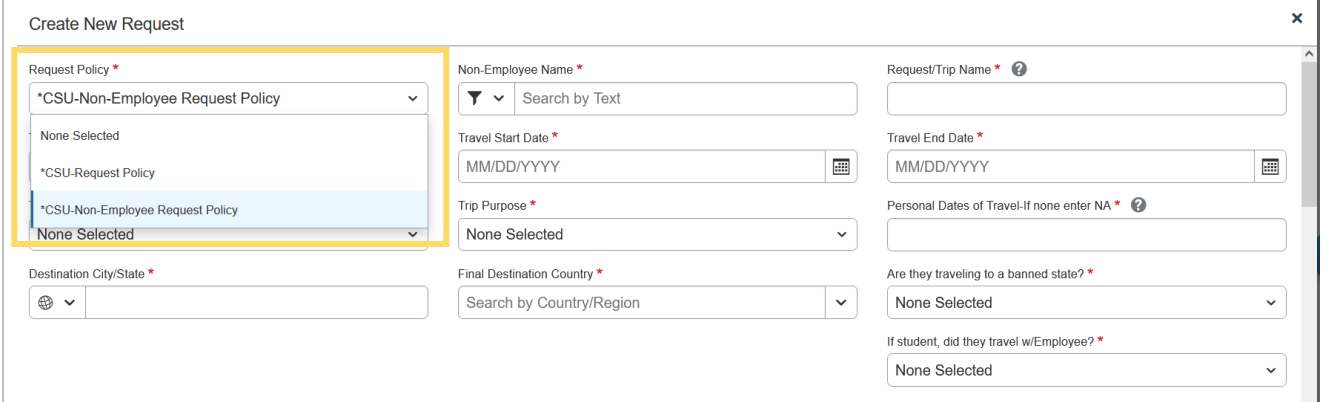
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STEP	ACTIVITY
<p>First, if you are arranging travel for a student, email travel@humboldt.edu with the student name, address, email, HSU ID and phone number. Have the student submit a Direct Deposit form for faster reimbursement!</p>	<p>travel .</p> <p>Non-Employee Student Travel</p> <p>Hello,</p> <p>I will be arranging travel for a student in Concur. Please let me know when they are added as a supplier so I may get the request started. Here is their information:</p> <p>John Doe 123 Gardenbrook St McKinelyville, CA 95519</p> <p>HSU ID #123456789 707/123-5555 jd123@humboldt.edu</p> <p>Thanks!</p>
<p>Once you receive an email confirming the student was added, log into SAP Concur and click on the Requests tab.</p>	<p>SAP Concur Requests Travel Expense Approvals Reporting App Center</p> <p>CSU The California State University</p> <p>Hello, Bethany + New</p> <p>TRIP SEARCH ALERTS</p> <p><small>As a CSU Office of the Chancellor employee, you are eligible</small></p>

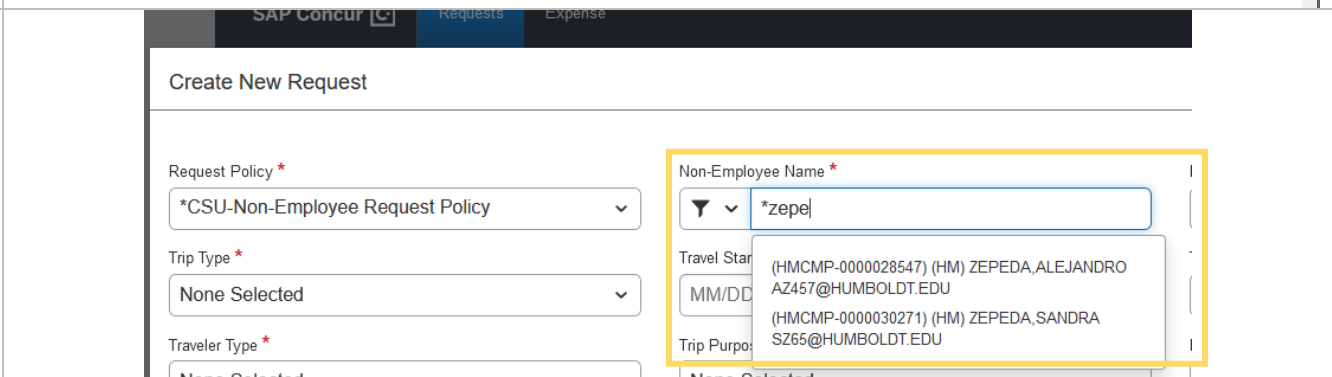
Create New Request



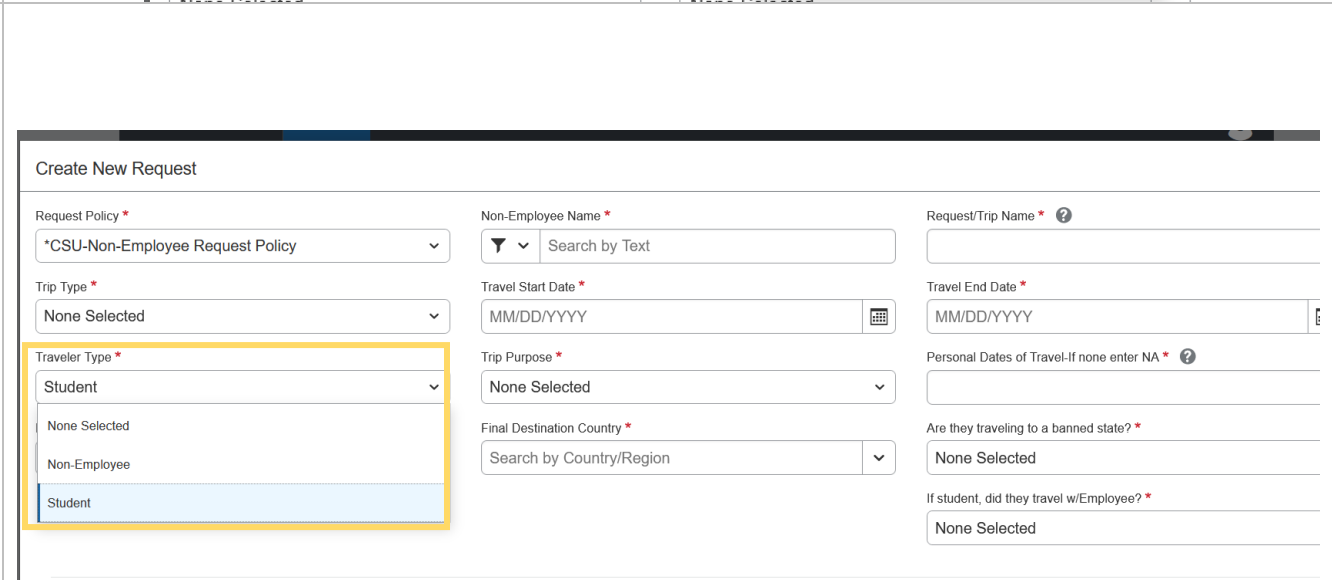
Click the dropdown for Request Policy and select CSU-Non-Employee Request Policy



Enter an asterisk and the student's name into the "Non-Employee Name" section and select from the dropdown.



Choose "Student" as the Traveler Type from the drop down selection. Continue to fill out request information as you would for a standard request. After the request is submitted, approved, and the travel has occurred, create an expense



report from the request and process as normal.

Non-Employee Guest Travel

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.



Forms

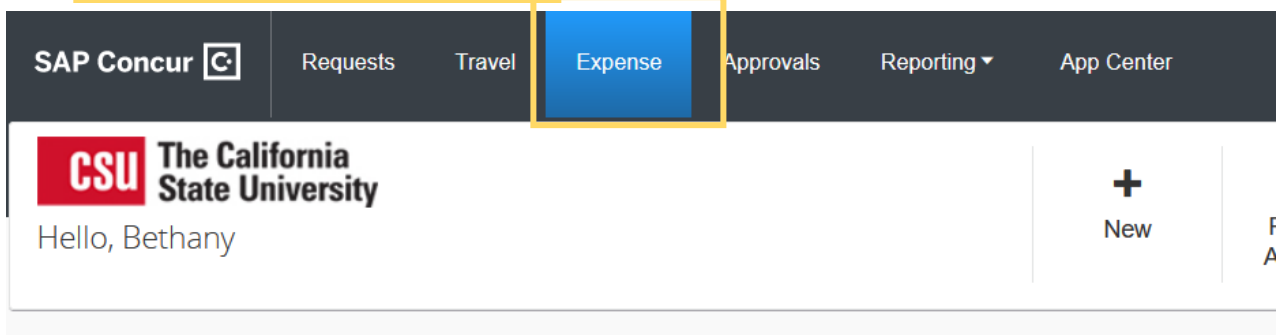
[Payment Request Form](#)

For more information, please see [Payment Methods](#)

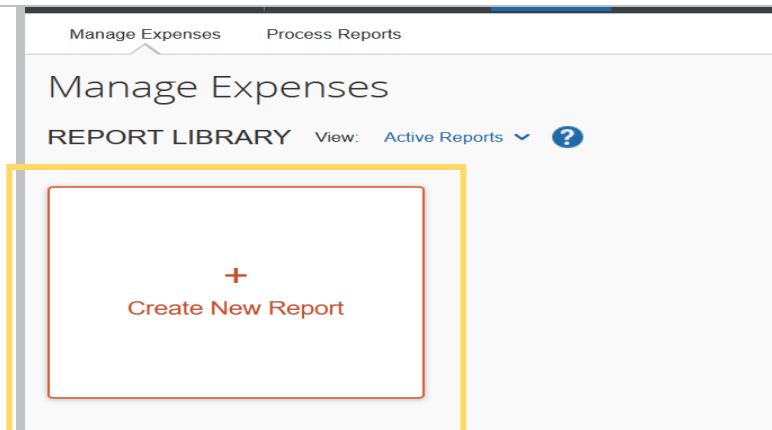
[Payee Data Record Form Std. 204](#)

For more information, please see [Vendors/Suppliers](#)

Once the guest has been added as a supplier, log into SAP Concur to begin an Expense Report. NO REQUEST IS NEEDED FOR GUEST TRAVELERS.



Create New Report



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
(HMCMP-000029377) APARICIO, JOSAFATH N JNA38@HUMBOLDT.EDU
(HMCMP-000025526) ARNOLD, CAMERON CKA123@HUMBOLDT.EDU
(HMCMP-000029420) BARRY, JACOB M JMB347@HUMBOLDT.EDU
(HMCMP-000025956) BELL, BENTON T BTB162@HUMBOLDT.EDU
(HMCMP-000028602) BETTENHAUSEN, MELANIE

Report/Trip Name *

Trip Type *
None Selected

Trip Purpose *
None Selected

Travel End Date *
MM/DD/YYYY

Destination City/State

Traveler Type *
None Selected

Travel Start Date *
MM/DD/YYYY

Personal Dates of Travel-If none enter NA *

Choose "Non-Employee" from the Traveler Type drop down menu. Continue to fill in pertinent expense report information as applies to the trip.

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

Trip Purpose *
None Selected

Travel End Date *
MM/DD/YYYY

Destination City/State

Traveler Type *
Non-Employee
Non-Employee
Student

Personal Dates of Travel-If none enter NA *

Once all the information is filled out, click "Create Report"

Create New Report

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 *
1-In-State

Trip Purpose *
None Selected

Travel End Date *
MM/DD/YYYY

Destination City/State

Traveler Type *
Non-Employee

Travel Start Date *
MM/DD/YYYY

Personal Dates of Travel-If none enter NA *

Did they travel to a banned state? *
None Selected

Cancel Create Report

When the Expense Report is created, you can go in and add/itemize expenses as you would for a standard expense report.

The screenshot displays the SAP Concur 'Add Expense' interface. The background shows a report titled 'Example \$0.00' with a status of 'Not Submitted' and an 'Add Expense' button. A modal dialog is open in the foreground, titled 'Add Expense' with a close button (X) in the top right corner. The dialog contains a summary bar with '0 Available Expenses' and a '+ Create New Expense' button. Below this, a message reads 'No Expenses' with the instruction 'Adjust your View options to see more expenses.' At the bottom of the dialog, there are 'Close' and 'Add To Report' buttons. The background interface also shows a 'No Expenses' message at the bottom with the instruction 'Add expenses to this report to submit for reimbursement.'