



DATE OF LAST UPDATE

January 25, 2021

LAST UPDATED BY

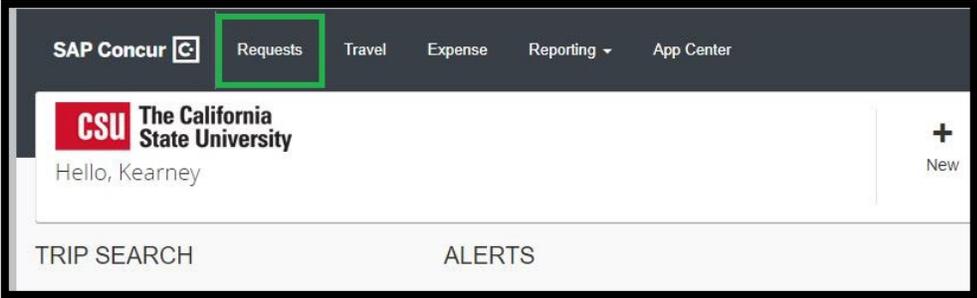
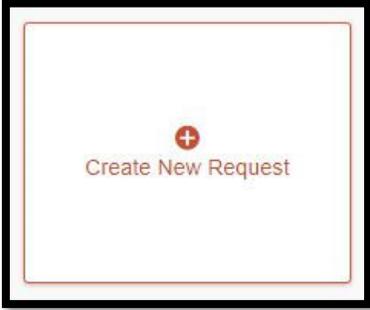
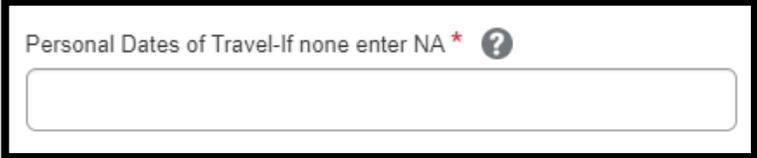
Kearney Vander Sal

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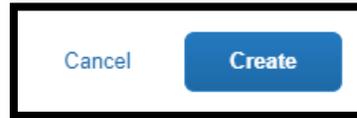
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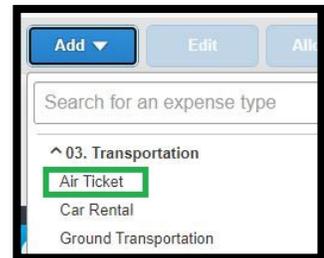
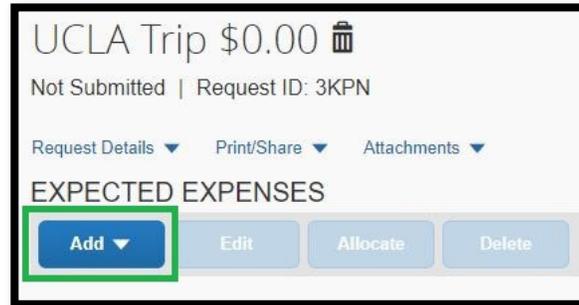
STEP	ACTIVITY
<p>First, log into SAP Concur and click on “Requests” in the upper left corner.</p>	
<p>Next, click on “Create New Request.”</p>	
	<p>Fill out all of the fields with a red asterix.</p>
<p>The Request/Trip Name should be the conference name or destination.</p>	
<p>If you are requesting personal days of travel along with your trip, be sure to request those days so your flights will line up correctly.</p>	

Once the page is filled out, click "**Create**" in the lower right corner.



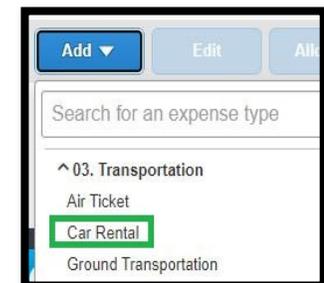
Adding Expenses

Here you will build your best guess of the total cost of this trip before you travel. To add any of your anticipated expenses, click on the "Add" button.



For flights, be sure to type in the airports you're flying from and to, add your best guess of the cost at the bottom, and click "**Save**" on the bottom right.

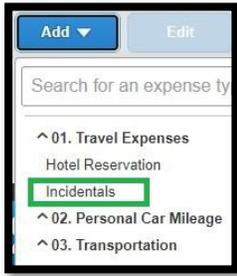
You are also able to select Round Trip, One Way, or Multi City.



When requesting a rental car, be sure to enter the correct pick-up location as it may be an airport. Add your best guess of the cost and click "**Save.**"



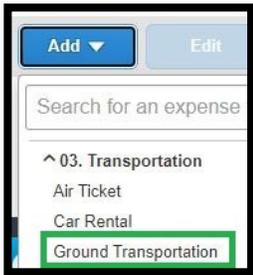
When requesting a hotel, put your best guess of the total amount, and the city you'll be staying in. Be sure to put in the nightly rate of \$275 as per CSU travel policy. If your nightly rate will be over \$275, be sure to add a comment as to why, and click "**Save.**"



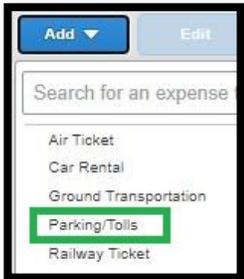
To add Incidentals to your trip, type in the total number of Business Days and Concur will automatically calculate the total when you click "**Save.**"



If you are traveling by private car, enter in the total perceived miles (Distance) and Concur will automatically calculate the cost when you click "**Save.**"



To add any other ground transportation such as Uber/Lyft or light Rail, type in your best guess of the total cost. You can add a comment for clarification to all approvers as well. Then click on "**Save.**"



If you believe you will need to pay any Parking Fees or Bridge Tolls, add in the amount and click "**Save.**"



When meals are not provided through the Conference, enter in the total number of Business Days that HSU will pay for your food. Please note the maximum is \$55 a day and anything over will have to be paid back to the University.

***Meals – Domestic is for trips within the continental US
Meals & Incidental – International includes Alaska and Hawaii***

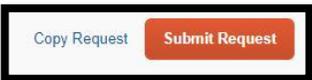


Registration and other Fees can be added as well. Even if these expenses will be paid via ProCard, it is nice to see the overall cost of the trip in Concur.



To add any additional expenses not covered by the options listed in the "Add" dropdown menu, click on "Other Expense." Enter in the total cost of this expense, and provide a brief explanation of the cost in the comment section.

Submitting a completed Request



When all intended expenses have been entered, click on "**Submit Request**" in the top right of the screen. Your request will automatically route to the budget person in your department, and to your administrator for approvals.

Do you have questions?

Contact Kearney (car-knee) at krv5@humboldt.edu