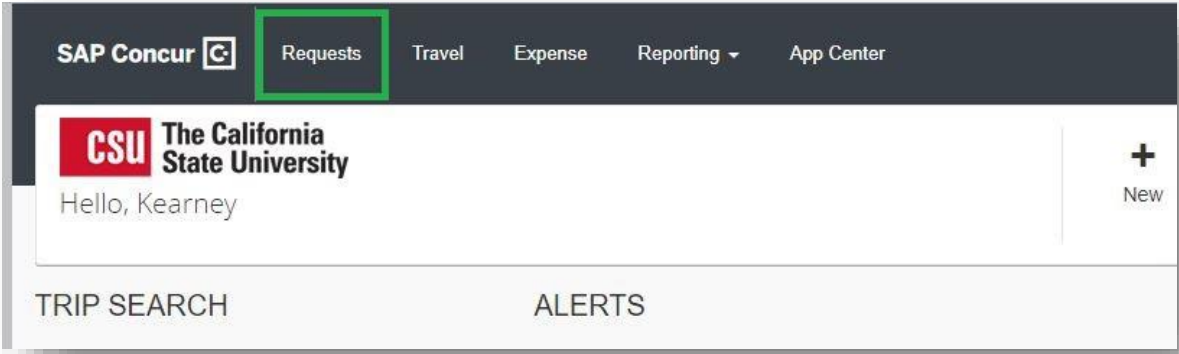
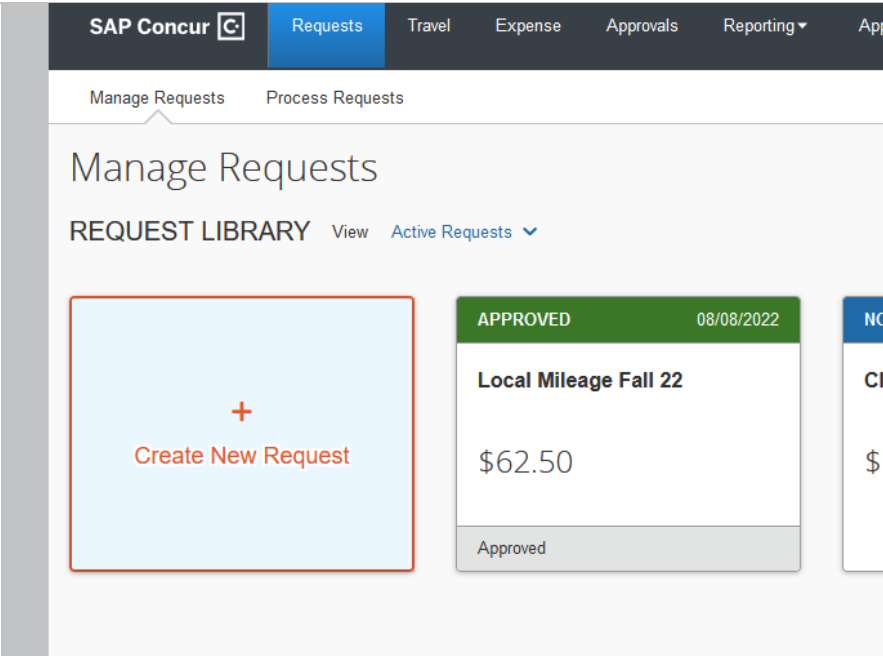


**DATE OF LAST UPDATE**

July 28, 2022

LAST UPDATED BY

Bethany Rapp

| STEP | ACTIVITY |
|--|--|
| <p>First, log into SAP Concur and click on "Requests" in the upper left corner.</p> |  <p>The screenshot shows the SAP Concur home page for The California State University. The navigation menu at the top includes 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The 'Requests' menu item is highlighted with a green rectangular box. Below the navigation bar, there is a user greeting 'Hello, Kearney' and a '+ New' button. At the bottom of the page, there are sections for 'TRIP SEARCH' and 'ALERTS'.</p> |
| <p>Next, click on "Create New Request."</p> |  <p>The screenshot shows the 'Manage Requests' page in SAP Concur. The page title is 'Manage Requests' and it includes a 'REQUEST LIBRARY' section with a 'View' dropdown set to 'Active Requests'. A large blue button with a red '+' icon and the text 'Create New Request' is highlighted with a red rectangular box. To the right of this button, there is a table showing a request entry: 'Local Mileage Fall 22' with an amount of '\$62.50' and a status of 'Approved'.</p> |

Fill out all fields with a red asterisk.

Create New Request ✕

* Required field

| | | |
|---|---|--|
| Request Policy * *CSU-Request Policy | Request/Trip Name * ? <input type="text"/> | Trip Type * None Selected |
| Travel Start Date * MM/DD/YYYY | Travel End Date * MM/DD/YYYY | |
| Traveler Type * None Selected | Trip Purpose * None Selected | If Faculty, is class covered? Search by Text |
| Personal Dates of Travel-If none enter NA * ? <input type="text"/> | Destination * None Selected ? | Final Destination Country * Search by Country/Region |
| Are you traveling to a banned state? * None Selected | Are you traveling with students? * None Selected | Business Unit * (HMCMP) HMCMP - Humboldt State Univ ... |

[Cancel](#) [Create Request](#)

Service Status (North America) Last signed in: 07/15/2022 02:06 pm

Are you traveling to a banned state? *
None Selected

Are you traveling with students? *
None Selected

Fund *
HM591

Department *
(D20042) D20042 - BIOLOGICAL SCIEN ...

Class
Most Recently Used
(HM-HMCMP-HM500-D20012) D20012 - ACADEMIC PROGRAMS
(HM591) HM591 - AS TRAVEL PASS THROUGH

Project
Search by Text

Comments To/From Approvers/Processors

Below your trip information, the Fund will auto-populate with HM500. Please highlight and delete this, type in HM591 and then click on HM591 from the dropdown to use ASB funds for this trip.

Fund *
591) HM591 - AS TRAVEL PASS THROUGH

Department *
D20042) D20042 - BIOLOGICAL SCIENCES

Class
Search by Text

Project
Most Recently Used
(HM-HMCMP-HM500-D20012) D20012 - ACADEMIC PROGRAMS
(D20042) D20042 - BIOLOGICAL SCIENCES

Comments To/From Approvers/Processors ?

Type in and select the correct Associated Students (HMASB) fund source for this trip in the "Class" box.

Fund *
591) HM591 - AS TRAVEL PASS THROUGH

Department *
D20042) D20042 - BIOLOGICAL SCIENCES

Class
AS

Project
Search by Text

Comments
Most Recently Used
(HM) Humboldt
(AS100) AS100 - ASB GENERAL OPERATING FUND

Once this page is filled out and the correct fund/class information has been added, click "Create Request" in the lower right corner.

Create New Request

Personal Dates of Travel-If none enter NA *
NA

Destination City/State *
US
oma Intl (Airport - SEA), Seattle, Washington

Final Destination Country *
UNITED STATES (US)

Are you traveling to a banned state? *
No

Are you traveling with students? *
No

Business Unit *
(HMCMP) HMCMP - Humboldt State Univ ...

Fund *
591) HM591 - AS TRAVEL PASS THROUGH

Department *
D20042) D20042 - BIOLOGICAL SCIENCES

Class
AS100 - ASB GENERAL OPERATING FUND

Project
Search by Text

Comments To/From Approvers/Processors ?

Cancel Create Request

Continue to add your expected expenses and submit your request.

Please use the full [Request Guide](#) for more information regarding adding expected expenses. It and other guides can be found on the [HSU Concur Website](#).