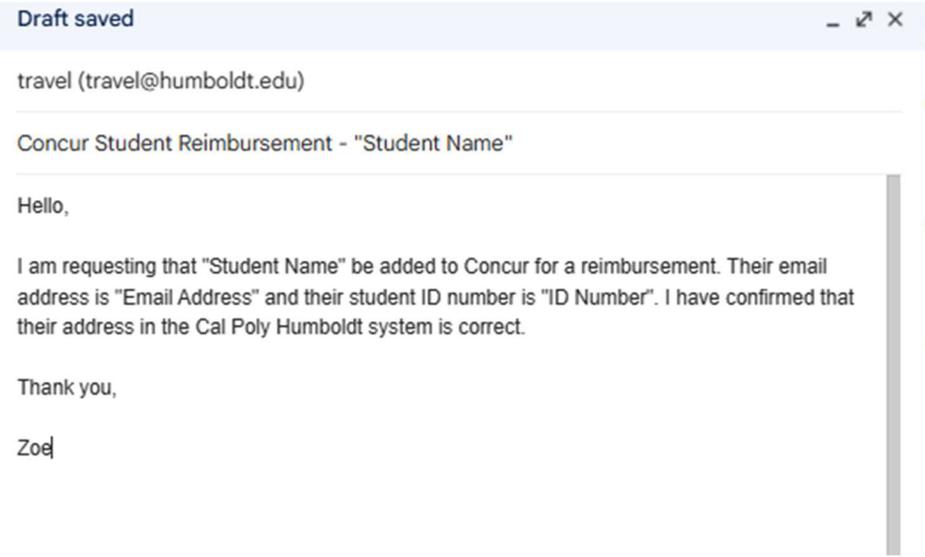
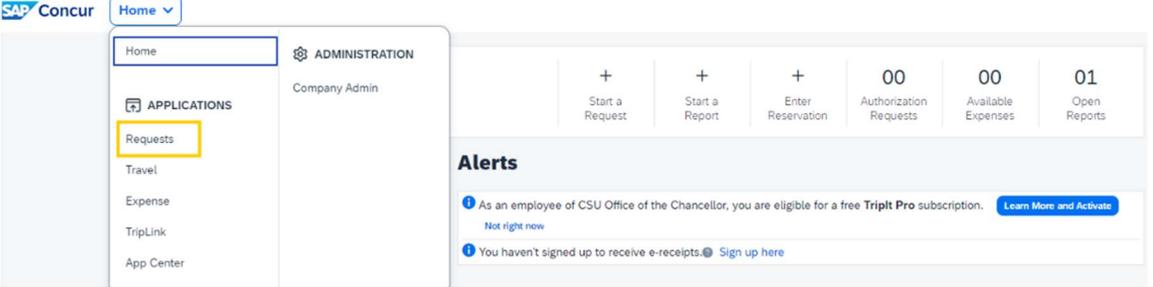
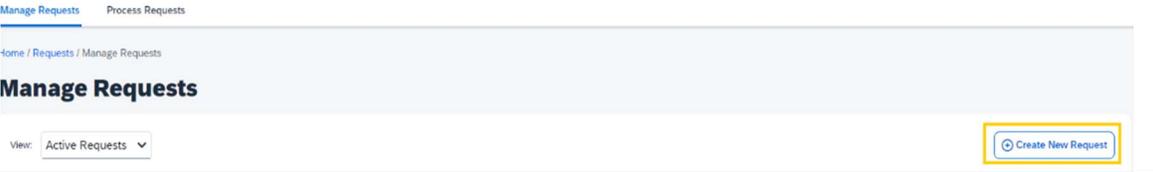
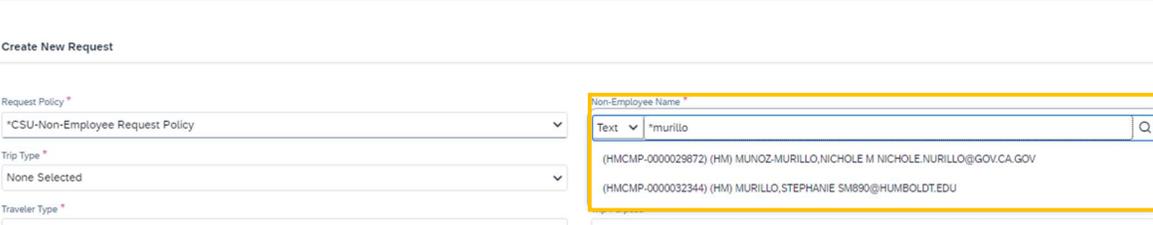


Steps	Activity
<p>Please email <a href="mailto:travel@humboldt.edu">travel@humboldt.edu</a> with the student's name, email address and Cal Poly Humboldt ID Number to alert the Travel Office so the student will be added into Concur. Please have them confirm that their address in the Cal Poly Humboldt system is updated and correct. If it is not, they can contact HR to change it.</p>	
<p>Once you receive an email confirming the student was added, log into SAP Concur and click on the Requests tab.</p>	
<p>Create New Request</p>	
<p>Click the dropdown for Request Policy and Select CSU-Non-Employee Request Policy</p>	
<p>Enter an asterisk and the student's name into the "Non-Employee Name" section and select from the dropdown.</p>	

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](#) located on the Accounts Payable Forms page, then email [travel@humboldt.edu](mailto:travel@humboldt.edu) to request the traveler be added to Concur once you receive confirmation the 204 was submitted.

Once you receive confirmation 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."

Concur Expense

Manage Expenses Process Reports

Home / Expense / Manage Expenses

### Manage Expenses

Report Library View: Active Reports Create New Report

Create New Report

Create From an Approved Request

Policy \*  
 CSU-Non-Employee Expense Policy  
 CSU-Non-Employee Expense Policy  
 CSU-Expense Policy

Business Unit for Supplier \*  
 Non-Employee Name

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  
 8/500

Personal Dates of Travel-If none enter NA \*

Did they travel to a banned state? \*  
 None Selected

Select the business  
unit as HMCMP, then  
you can select the  
guest from the Non-  
Employee Name drop  
down.

Create New Report

Create From an Approved Request

Policy \*  
 CSU-Non-Employee Expense Policy

Business Unit for Supplier \*  
 (HMCMP) HMCMP - Cal Poly Humboldt

Non-Employee Name \*  
 Text Search by Text

Most Recently Used  
 (HMCMP-HMCMP-000032344) MURILLO,STEPHANIE SM890@HUMBOLDT.EDU  
 (HMCMP-HMCMP-000025468) MUNOZ,GABRIEL A GAM405@HUMBOLDT.EDU  
 (HMCMP-000030881) ABBOTT,AVERY D ADA75@HUMBOLDT.EDU  
 (HMCMP-000030853) ADKINS,ROGER A DR.RADKINS@GMAIL.COM  
 (HMCMP-000030882) AGUILAR,ALYSSA R ARA110@HUMBOLDT.EDU  
 (HMCMP-000032144) AIKEN,MIKHELA W MWA28@HUMBOLDT.EDU  
 (HMCMP-000030694) ALAN,COOPER J CJAB8@HUMBOLDT.EDU  
 (HMCMP-000031965) ALANIZ,CASSANDRA C KIHUUT@GMAIL.COM  
 (HMCMP-000032116) ALAVI,MAHDI MAHDI.ALAVI@GMAIL.COM

Report/Trip Name \*

Trip Type \*  
 None Selected

Travel Start Date \*  
 MM/DD/YYYY

Travel End Date \*  
 MM/DD/YYYY

If Student, did they travel w/Employee?  
 None Selected

Business Unit \*  
 Fund

Program

Trip Purpose \*  
 None Selected

Personal Dates of Travel-If none enter NA \*

Did they travel to a banned state? \*  
 None Selected

Trip Type will always  
be "1-In-State."  
Traveler Type is "Non-  
Employee." Trip  
Purpose is "Employee  
Recruitment/  
Interview."

Report/Trip Name \*  
 Example Trip

Trip Type \*  
 1-In-State

Traveler Type \*  
 Non-Employee

Trip Purpose \*  
 Employee Recruitment/Interview

Travel Start Date \*  
 10/07/2024

Travel End Date \*  
 10/11/2024

Destination City/State  
 san jose

8/500

Personal Dates of Travel-If none enter NA \*

na

Did they travel to a banned state? \*  
 No

Continue to fill out all  
pertinent information  
in the header as you  
normally would for  
Trip Name,  
Destination, Travel  
Dates, etc. Click  
"Create Report."  
When the Expense  
Report is created, you  
can go in and  
add/itemize expenses

Travel Start Date \*  
 10/07/2024

Travel End Date \*  
 10/11/2024

Destination City/State  
 san jose

8/500

Personal Dates of Travel-If none enter NA \*

na

Did they travel to a banned state? \*  
 No

If Student, did they travel w/Employee?  
 No

Business Unit \*  
 Fund

Fund  
 Department

Program

Class  
 Project

Cancel Save

by selecting "Add Expense".

When the Expense Report is created, you can go in and add/itemize expenses by selecting "Add Expense".

When defining credit card transaction expenses or entering out of pocket expenses use Section 11. Employee Recruitment/ Interview.

After all expenses are added, you may "Submit Report" in the upper right hand corner.

**We cannot book accommodation on behalf of guests** coming to our university. Per our CSU Policy we pay in arrears which is after the fact. After the travel the guest can be reimbursed for their travel

**Remember**

If the guest traveler is also receiving another form of payment for their services, then that person will go through P2P not Concur. Please work with our P2P team to get them added as a supplier.

Their website can be found here:

<https://www.humboldt.edu/strategic-business-services/procure-to-pay/csubuy-p2p>