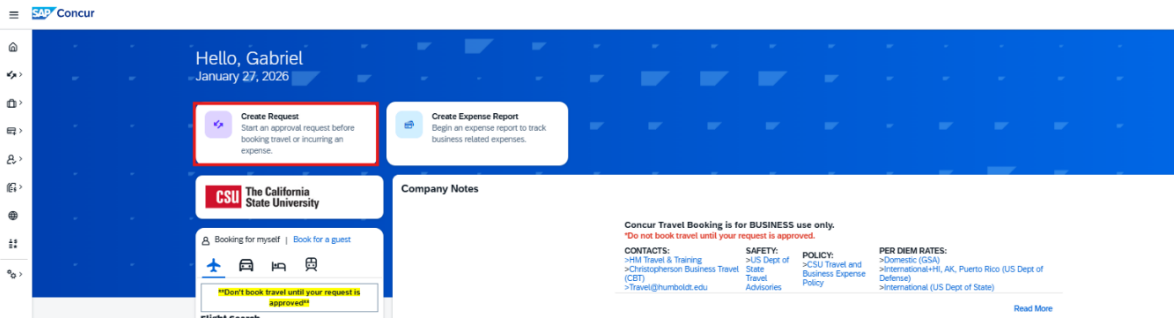
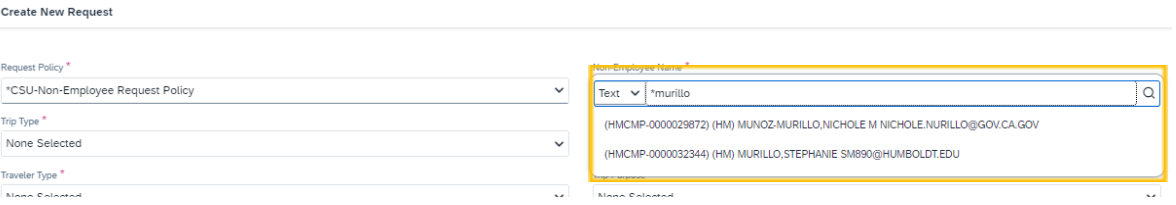


Steps	Activity
Student Travelers	
For student travelers please send an email to travel@humboldt.edu to request the student be added to Concur We will need the students legal name, Humboldt ID, and current address	travel (travel@humboldt.edu) Please add (example) for Concur Reimbursement Hello Travel, Can you please add the following student(s) to concur for travel reimbursement (Student Name) (Student Humboldt ID) Thank you
Once you receive an email confirming the student was added, log into SAP Concur and click on the Requests tab.	
Click the dropdown for Request Policy and Select 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.

Create New Request

Request Policy * CSU-Non-Employee Request Policy

Non-Employee Name * NA

Request/Trip Name * ?

Trip Type * None Selected

Travel Start Date * MM/DD/YYYY

Travel End Date * MM/DD/YYYY

Traveler Type * Student

Trip Purpose * None Selected

Personal Dates of Travel-if none enter NA * ?

Final Destination Country * Search by Country/Region

Are they traveling to a banned state? * None Selected

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 to request the traveler be added to Concur once you receive confirmation the 204 was submitted.

Cal Poly Humboldt.

FINANCIAL SERVICES MENU Accounting Accounts Payable Travel Accounts Receivable & Billing Asset Management

The CSU has a new policy on freedom of expression. [Learn more.](#)

HOME / FINANCIAL SERVICES / FORMS

Forms

Lost Receipt Memo
Use this form when you do not have the original invoice or itemized receipt.

Payee Data Record Form Std. 204
For more information, please see [Vendors/Suppliers](#)

For instructions on how to complete the form as a Student: [INSTRUCTIONS FOR STUDENTS - Completing 204 Form.](#)

[Payment Request Form](#)
To pay employee/student reimbursements or direct pay that cannot be paid using a ProCard.

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.**

SAP Concur

Hello, Gabriel
January 27, 2026

Create Request
Start an approval request before booking travel or incurring an expense.

Create Expense Report
Begin an expense report to track business related expenses.

CSU The California State University

Booking for myself | Book for a guest

Flight Search
Round Trip One Way Multi City

Company Notes

Concur Travel Booking is for BUSINESS use only.
*Do not book travel until your request is approved.

CONTACTS:
>HM Travel & Training
>Christopher Business Travel (CST)
>Travel@humboldt.edu

SAFETY:
>US Dept of State
>Travel Advisories

POLICY:
>CSU Travel and Business Expense Policy

PER DIEM RATES:
>Domestic (GSA)
>International-HI, AK, Puerto Rico (US Dep Defense)
>International (US Dept of State)

Available Expenses

Expense Reports

Approvals

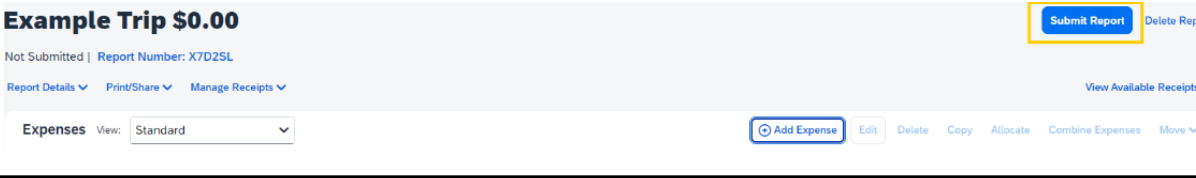
Create New Report
From the Policy drop
down, select
“Non-Employee
Expense Policy.”

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

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

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
by selecting “Add
Expense”.

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

After all expenses are added, you may “Submit Report” in the upper right hand corner.	
Any reimbursement for travel must be invoiced with the services provided. If a non-employee is requesting travel reimbursement, please contact travel@humboldt.edu. Requests will be evaluated on a case-by-case basis.	Remember If a guest traveler is receiving payment for services provided on campus, all travel expenses must be included on the invoice submitted through P2P, not Concur. In these cases, the individual must be set up as a supplier in P2P. Please work with the P2P team to complete supplier setup. Additional information on the P2P process can be found here: https://www.humboldt.edu/strategic-business-services/procure-to-pay/csubuy-p2p