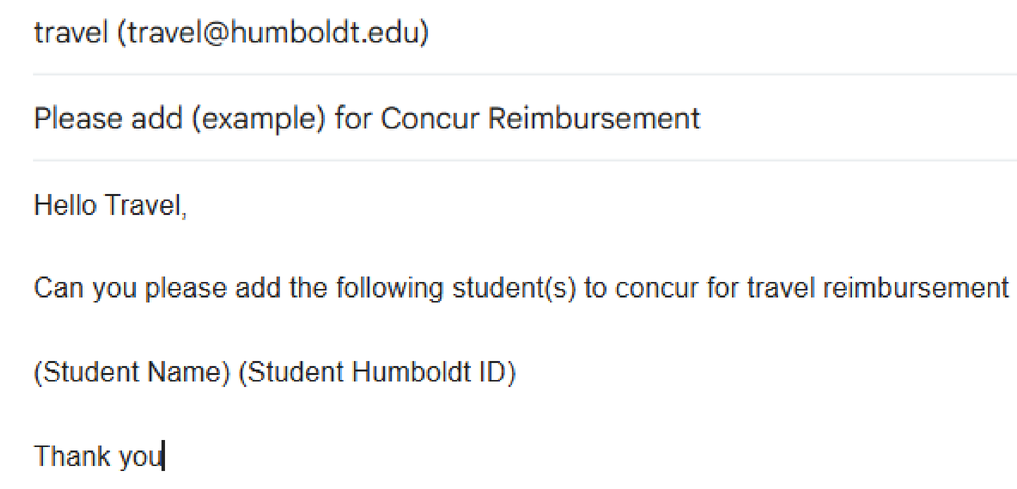
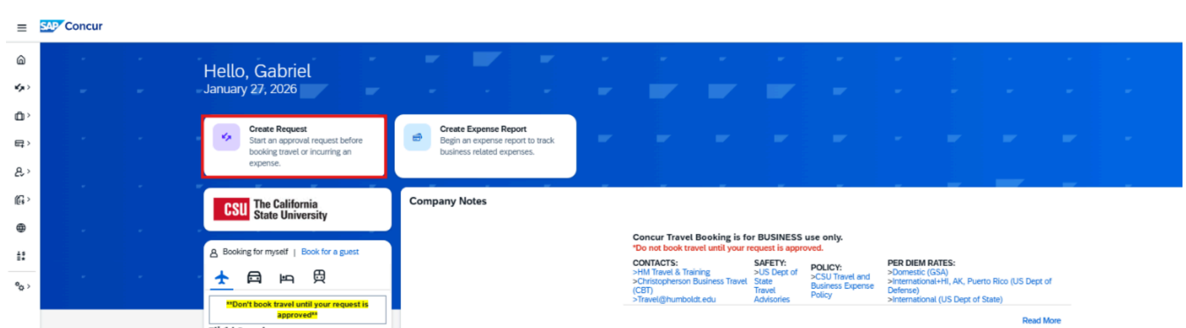
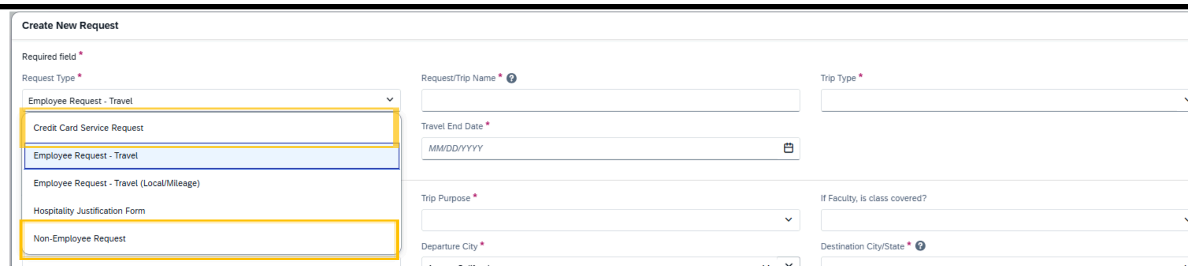
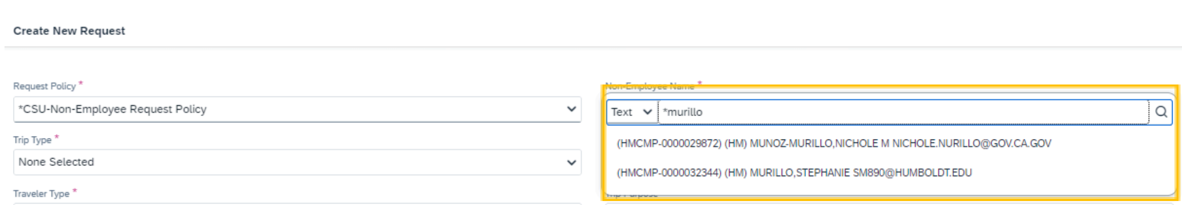
<table>
<tr><th>Steps</th><th>Activity</th></tr>
<tr><th></th><th>Student Travelers</th></tr>
<tr><td>For student travelers please send an email to travel@humboldt.edu to request the student be added to Concur

We will need the students legal name, Humboldt ID, and current address</td><td>
</td></tr>
<tr><td>Once you receive an email confirming the student was added, log into SAP Concur and click on the Requests tab.</td><td>
</td></tr>
<tr><td>Click the dropdown for Request Policy and Select Non-Employee Request Policy</td><td>
</td></tr>
<tr><td>Enter an asterisk and the student's name into the "Non-Employee Name" section and select from the dropdown.</td><td>
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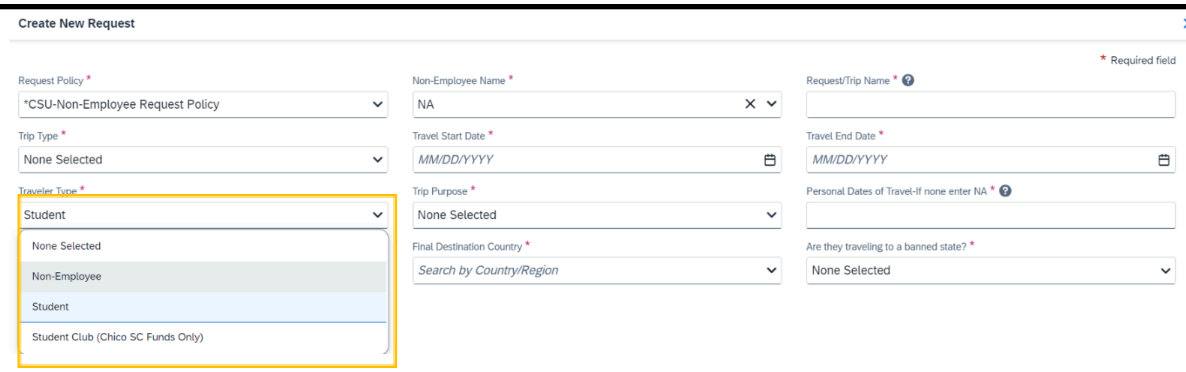
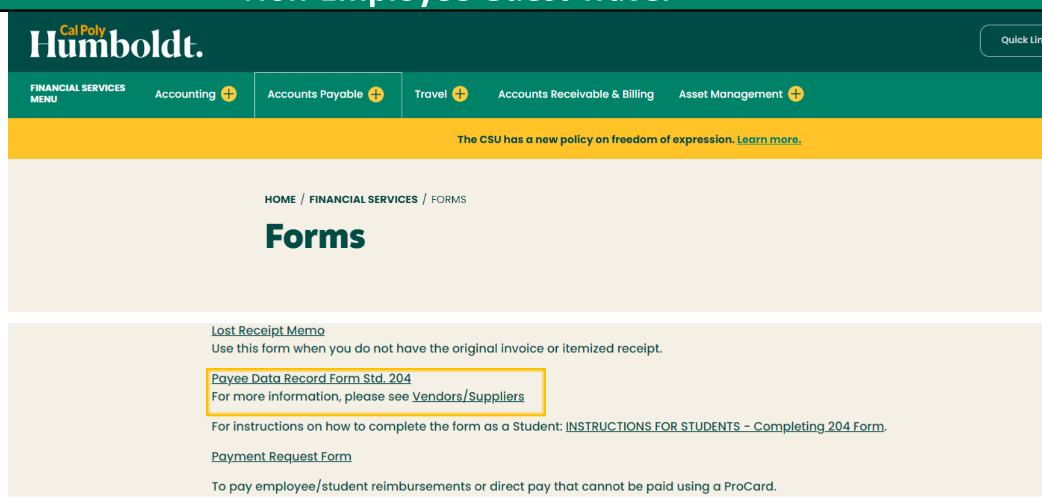
Choose "Student" as the Traveler Type from the drop down selection. Continue to fill out request information as you would for a standard request. After the request is submitted, approved, and the travel has occurred, create an expense report from the request and process as normal.

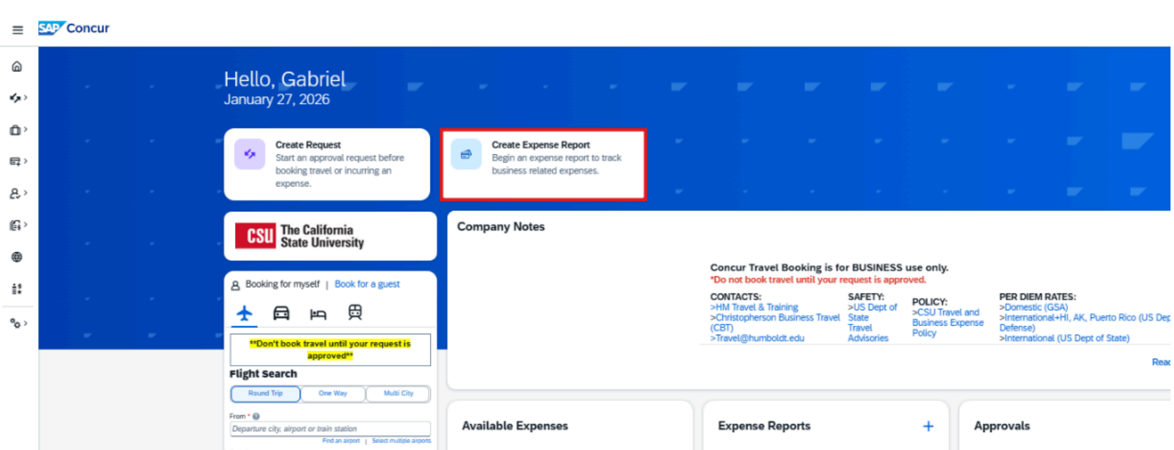


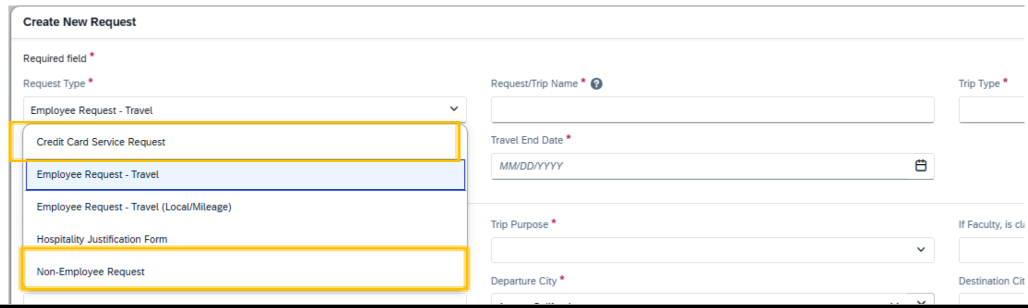
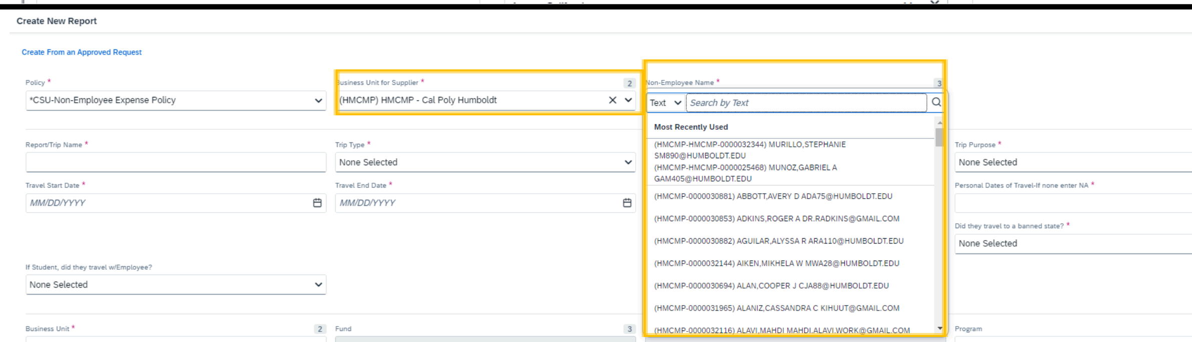
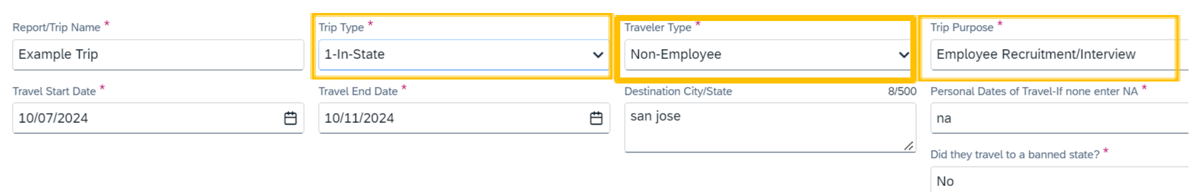
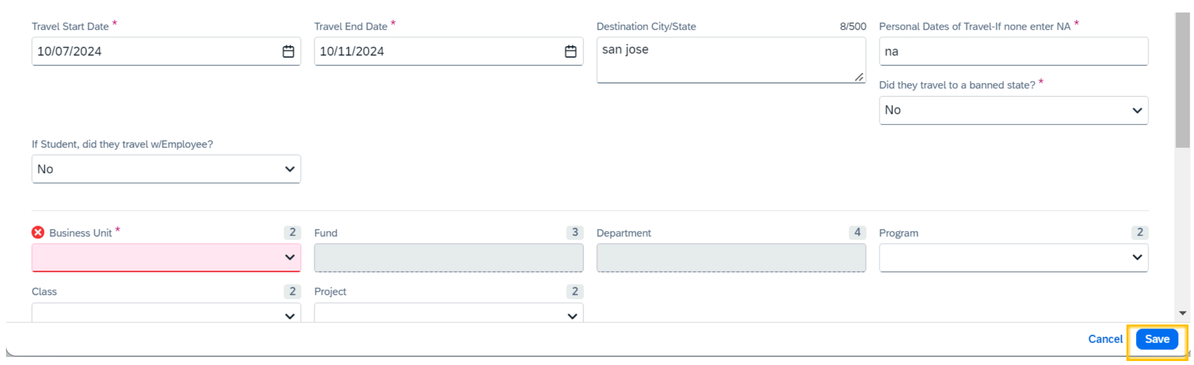
Non-Employee Guest Travel

Have the guest traveler fill out a [204 Payee Data Record Form]() located on the Accounts Payable Forms page, then email [travel@humboldt.edu]() 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 "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".	

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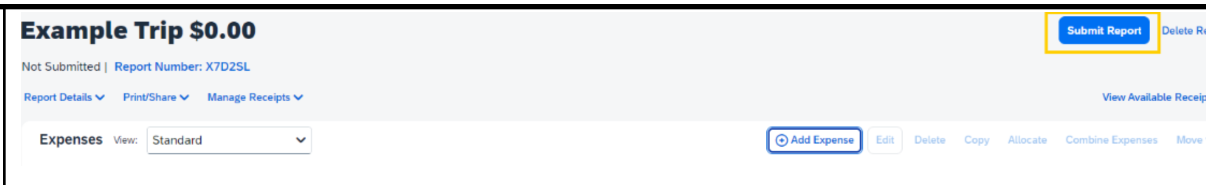
<tr>
<td>After all expenses are added, you may “Submit Report” in the upper right hand corner.</td>
<td>
</td>
</tr>
<tr>
<td>Any reimbursement for travel must be invoiced with the services provided.

If a non-employee is requesting travel reimbursement, please contact travel@humboldt.edu. Requests will be evaluated on a case-by-case basis.</td>
<td>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</td>
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