

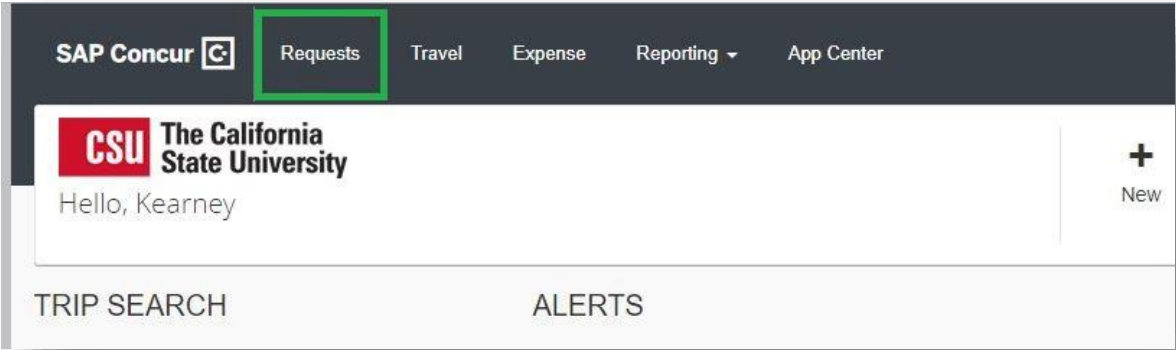
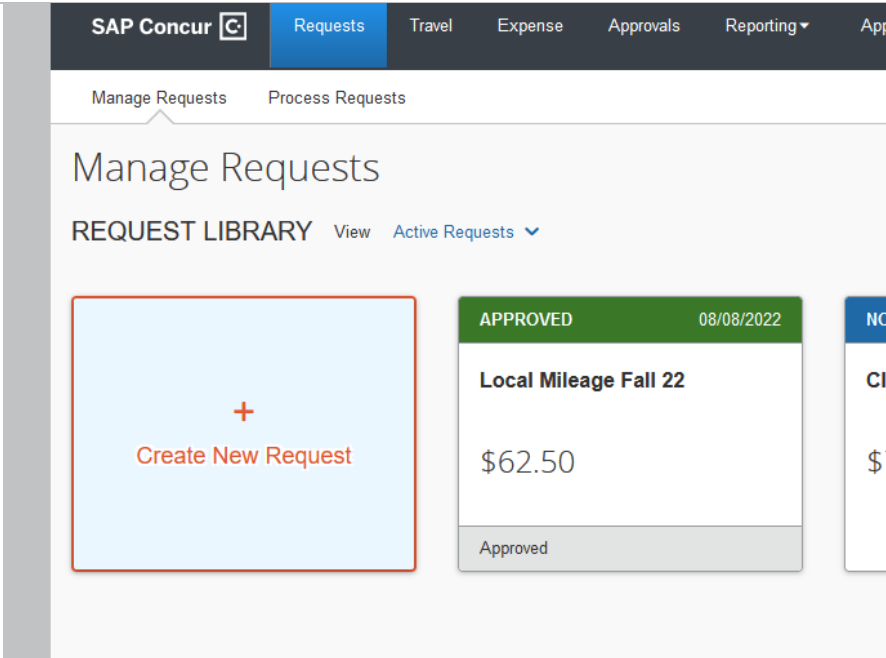


## DATE OF LAST UPDATE

July 18, 2022

## LAST UPDATED BY

Bethany Rapp

STEP	ACTIVITY
<p>First, log into SAP Concur and click on <b>"Requests"</b> in the upper left corner.</p>	 <p>The screenshot shows the SAP Concur interface for The California State University. The top navigation bar includes 'SAP Concur', 'Requests' (highlighted with a green box), 'Travel', 'Expense', 'Reporting', and 'App Center'. Below the navigation bar, there is a user greeting 'Hello, Kearney' and a '+ New' button. The main content area is divided into 'TRIP SEARCH' and 'ALERTS' sections.</p>
<p>Next, click on <b>"Create New Request."</b></p>	 <p>The screenshot shows the 'Manage Requests' page in SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests' (highlighted in blue), 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there are tabs for 'Manage Requests' and 'Process Requests'. The main content area is titled 'Manage Requests' and 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 box. To the right, there is a table with columns for 'APPROVED' (08/08/2022), 'Local Mileage Fall 22', '\$62.50', and '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 <input type="text"/>	Travel End Date * MM/DD/YYYY <input type="text"/>	
Traveler Type * None Selected	Trip Purpose * None Selected	If Faculty, is class covered? <input type="text"/> Search by Text
Personal Dates of Travel-If none enter NA * ? <input type="text"/>	Destination * None Selected ? <input type="text"/>	Final Destination Country * Search by Country/Region <input type="text"/>
Are you traveling to a banned state? * None Selected	Are you traveling with students? * None Selected	Business Unit * <input type="text"/> (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

Business Unit \*  
(HM)

Fund \*  
HM592

Department \*  
(D30003) D30003 - ACCOUNTS PAYABLE

Program  
Se

Class  
Most Recently Used  
(HM-HMCMP-HM500-D30003) D30003 - ACCOUNTS PAYABLE  
(HM592) HM592 - ADV 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 HM592 and then click on HM592 from the dropdown to use ADV funds for this trip.

Fund \*  
92) HM592 - ADV TRAVEL PASS THROUGH

Department \*  
(D20017) D20017 - ADMISSIONS

Program  
Se

Class  
Search by Text

Project  
Most Recently Used  
(HM-HMCMP-HM500-D30003) D30003 - ACCOUNTS PAYABLE  
(D20017) D20017 - ADMISSIONS

Comments To/From Approvers/Processors ?

Type in and select your Department from the drop down menu.

Fund \*  
92) HM592 - ADV TRAVEL PASS THROUGH

Department \*  
(D20017) D20017 - ADMISSIONS

Program  
Search by Text

Class  
(A6815) A6815 - ADMISSIONS FUND

Project  
Search by Text

Comments To/From Approvers/Processors ?

Type in and select the correct Foundation (HMADV) fund source for this trip in the "Class" box.

Personal Dates or travel: none entered

Destination City/State

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 ...

Fund \*  
92) HM592 - ADV TRAVEL PASS THROUGH

Department \*  
(D20017) D20017 - ADMISSIONS

Program  
Search by Text

Class  
(A6815) A6815 - ADMISSIONS FUND

Project  
Search by Text

Comments To/From Approvers/Processors ?

Cancel Create Request

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

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](#).