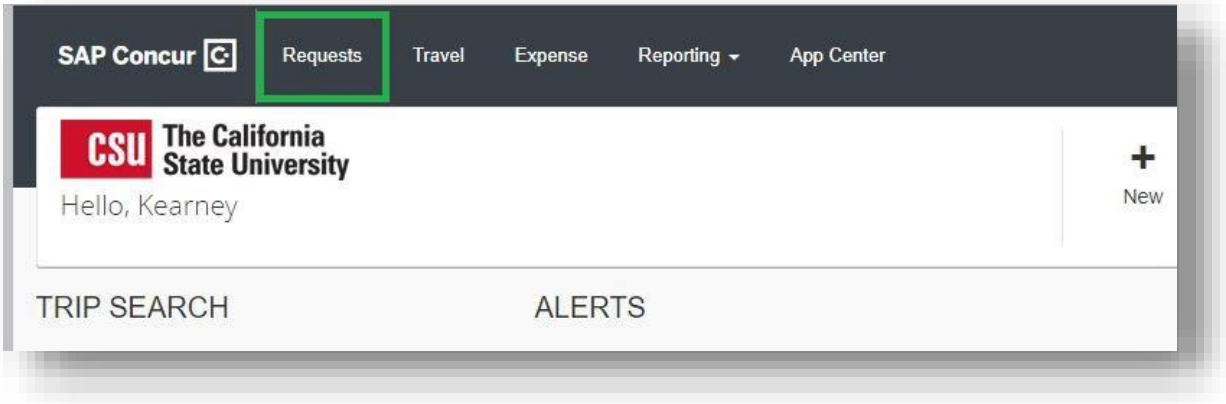
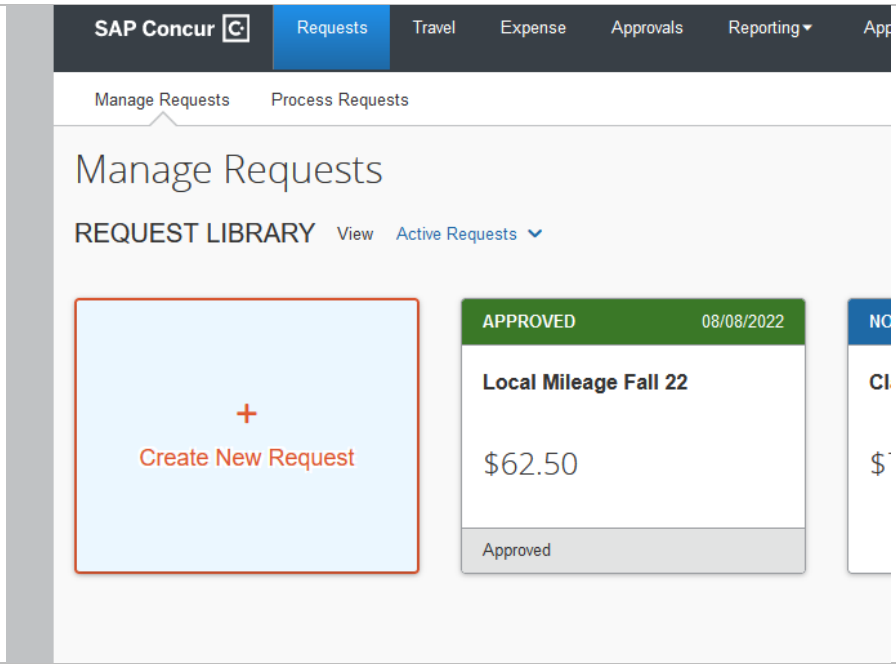
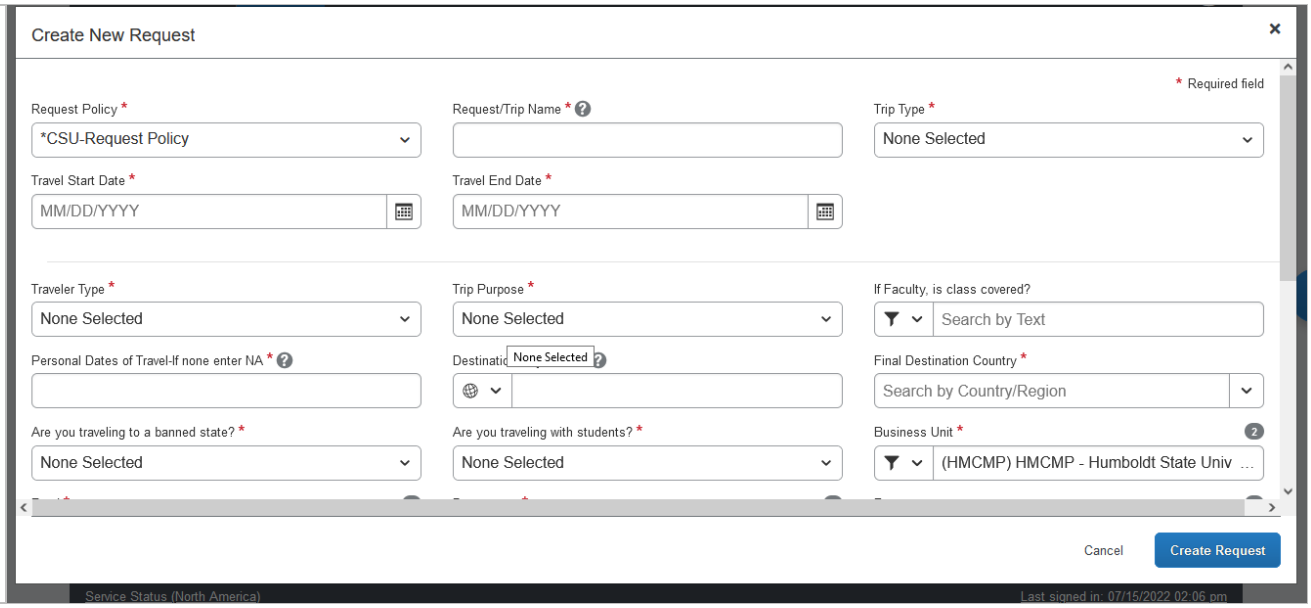
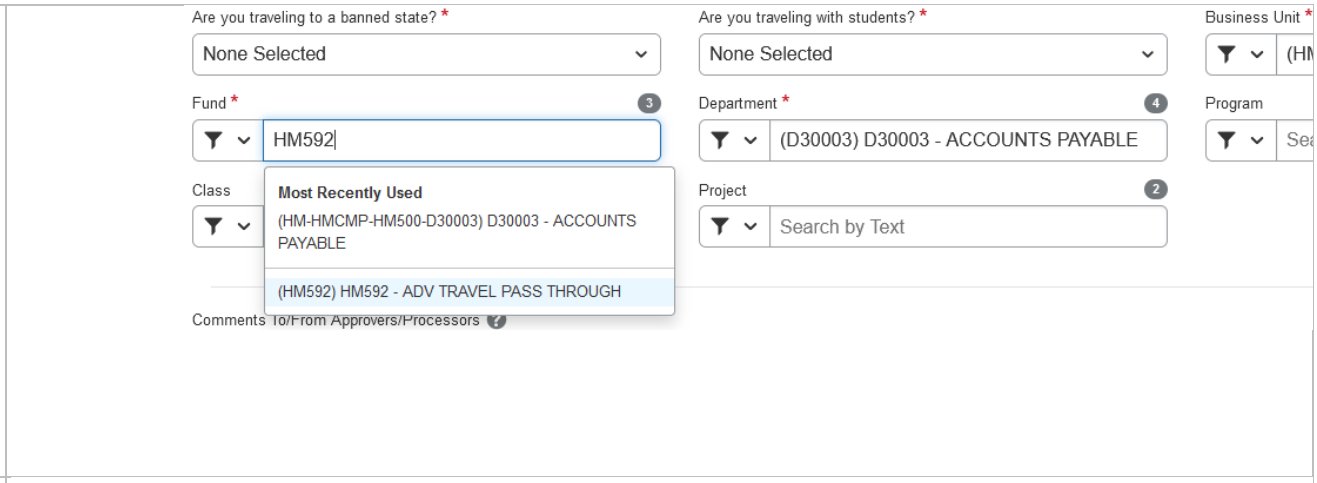
| DATE OF LAST UPDATE | LAST UPDATED BY |
|---|---|
| July 18, 2022 | Bethany Rapp |

| STEP | ACTIVITY |
|---|---|
| First, log into SAP Concur and click on "**Requests**" in the upper left corner. |  |
| Next, click on "**Create New Request**." |  |

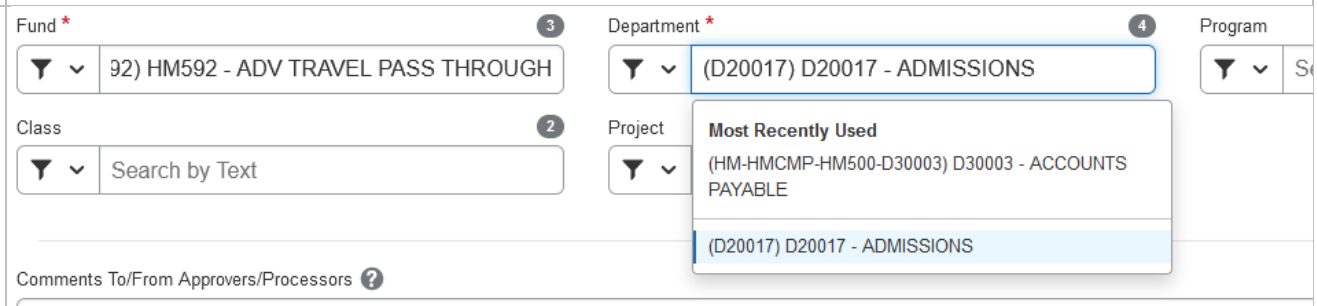
Fill out all fields with a red asterisk.



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.

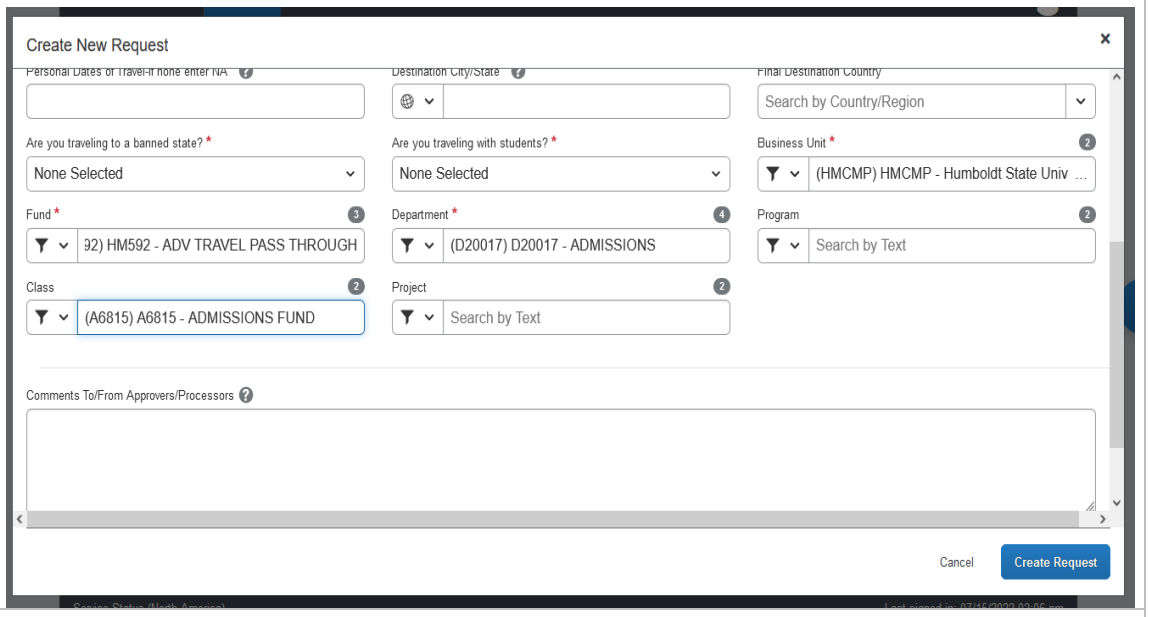



Type in and select your Department from the drop down menu.




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

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.