

**DATE OF LAST UPDATE**

Jan 12, 2023

**LAST UPDATED BY**

Bethany Rapp

STEP	ACTIVITY
<p>First, navigate to our <a href="#">International Travel webpage</a>, to follow the appropriate steps listed, and submit the <a href="#">International Travel Form</a> <b>at least 40 days prior to travel.</b></p>	<h2 style="text-align: center;">International Travel</h2> <p><b>Please note:</b> All International Travel, including \$0 travel, must go through Concur (unless SPF) for insurance reasons. Be sure to refer to the CSU Travel Policy for complete rules and guidelines.</p> <h3 style="text-align: center;">International Travel (Concur: All Stateside Funded Business, Including \$0 Travel)</h3> <p><b>All international travel must be requested at least 40 days prior to travel. If this timeframe is not met, please email <a href="mailto:Risk-Management@humboldt.edu">Risk-Management@humboldt.edu</a></b></p> <ol style="list-style-type: none"> <li>1. Make sure the traveler has a <a href="#">State Travel Card</a>.</li> <li>2. The traveler will receive the signed form via email once it is approved.</li> <li>3. Attend a Concur training session (if you have not yet).</li> <li>4. If traveler is a student, email <a href="mailto:travel@humboldt.edu">travel@humboldt.edu</a> so Accounts Payable can update the vendor information to allow the student access in Concur. Please provide the Student's First and Last name, and their Cal Poly Humboldt email.</li> <li>5. Use Concur to create your trip request.</li> <li>6. Attach the approved <a href="#">International Travel Form</a> from International Programs along with any itinerary information in Concur.</li> <li>7. Submit your trip request through Concur.</li> <li>8. Upon approval, book your trip.</li> <li>9. While you travel, use your State Travel Card (if applicable).</li> <li>10. When you return, verify transactions and submit your expense report.</li> </ol>
<p>Log into Concur (access through Faculty/Staff Resources drop down) and <b>Create New Request.</b></p>	

Fill out your Request information as you normally would, make sure to choose **"3-International"** as the travel type. Once your Request info is filled out, click **"Create Request"**.

After you have filled out the [International Travel Form](#), and received the approved/signed copy, attach it to your Request under the **"Attachments"** drop down.

Add your Expected Expenses to the Request, by clicking **"Add"**. Make sure to select "04a. Meal & Incidental-International, AL, HI, U.S. Possessions" if your travel funding will cover meals. International Meal per diems are determined by location at [this site](#).

Once you have added all Expected Expenses, and attached your [International Travel form](#), you may **“Submit Request”**.

## Example Conference Canada 🗑️

Not Submitted | Request ID: 779W

Copy Request

Submit Request

## Creating An Expense Report

After your travel, you must create your Expense Report. Go to your originally approved Request and select **“Create Expense Report”**.

## San Marcos/LA \$21,440.00

Approved | Request ID: 74AY

More Actions ▾

Create Expense Report

Now, you must create a Travel Itinerary for your International Travel that will automatically calculate your per diem rate. Select the **“Travel Allowance”** drop down, then **“Manage Travel Allowance”**.

## Local Mileage Fall 22 \$0.00

Not Submitted | Report Number: N3WH94

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Travel Allowance ▾

Add Expense

Edit

Delete

Copy

Manage Travel Allowance

Now select **“1 Create New Itinerary”** in the upper left.

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary

2 Available Itineraries

3 Expenses & Adjustments

### Assigned Itineraries

Edit

Unassign

Departure City

Date and Time ▲

No Assigned Itineraries Found

Add your itinerary information by entering your departure and arrival information, then click **“Save”**.

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Local Mileage Fall 22 Selection: USGSA

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: Arcata, California

Date: 09/01/2022 Time: 7:45 AM

Arrival City: Toronto, Ontario

Date: 09/01/2022 Time: 5:00 PM

Save

Next, enter your return itinerary information or the next stop along your journey if applicable, then click **“Save”**.

Travel Allowances For Report: Local Mileage Fall 22

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Local Mileage Fall 22 Selection: USGSA

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Arcata, California 09/01/2022 07:45 AM	Toronto, Ontario 09/01/2022 05:00 PM	TORONTO, CANADA

New Itinerary Stop

Departure City: Toronto, Ontario

Date: 09/03/2022 Time: 6:00 AM

Arrival City: Arcata, California

Date: 09/03/2022 Time: 6:00 PM

Save

Once your departing and returning travel information has been added, select **“Next”**.

Travel Allowances For Report: Local Mileage Fall 22

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Local Mileage Fall 22 Selection: USGSA

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Arcata, California 09/01/2022 07:45 AM	Toronto, Ontario 09/01/2022 05:00 PM	TORONTO, CANADA
<input type="checkbox"/>	Toronto, Ontario 09/03/2022 06:00 AM	Arcata, California 09/03/2022 06:00 PM	HUMBOLDT COUNTY, US-CA, US

New Itinerary Stop

Departure City: Arcata, California

Date: Time:

Arrival City:

Date: Time:

Save

Go to Single Day Itineraries Next >> Cancel

On the following page, click "Next" again.

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Local Mileage Fall 22				
Arcata, California	09/01/2022 07:45 AM	Toronto, Ontario	09/01/2022 05:00 PM	TORONTO, CANADA
Toronto, Ontario	09/03/2022 06:00 AM	Arcata, California	09/03/2022 06:00 PM	HUMBOLDT COUNTY, US-CA, US

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

If any of your meals were provided for you (complimentary breakfasts, conference meals, etc) select those by checking the applicable box on the appropriate date, then click "Create Expense".

Travel Allowances For Report: Local Mileage Fall 22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided
09/01/2022 Toronto, Ontario	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/02/2022 Toronto, Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09/03/2022 Toronto, Ontario	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<< Previous **Create Expenses** Cancel

Concur will route you back to your expense report. Add credit card, or out of pocket, transactions from your travel by selecting "Add Expense".

Local Mileage Fall 22 \$0.00

Not Submitted | Report Number: N3WH94

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

**Add Expense** Edit Delete Copy Allocate

All meals that happened out of the 48 Contiguous United States must be marked as "**Meals & Incidentals – Intl, AL, HI & U.S. Possessions**".

**Add Expense** ✕

0 Available Expenses + Create New Expense

Search for an expense type

- Rail
- 04a. Meal & Incidental-International, AL, HI, U.S. Possessions
  - Meals & Incidentals - Intl, AL, HI & U.S. Possessions**
- 04b. Meals - Domestic
  - Breakfast - Domestic
  - Dinner - Domestic
  - Lunch - Domestic

Continue to enter all of your relevant expenses and supporting documentation. Once this is complete, you may "**Submit Report**".

Example Toronto Conference \$0.00 Delete Report Submit Report

Not Submitted | Report Number: N3WH94

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾