SAP Concur C·   **CSU BAKERSFIELD**™

Concur Request Setup for Guest or Student Travel

This must be submitted to accounts_payable@csub.edu 48 hours before you can enter a Travel Request or Travel Expense Claim for any guest or student (including student assistants). **All fields are required.**

Claimant's Name:	
Email Address:	
Mailing Address:	
Student ID (If applicable):	

Requestor Name: _____   Date: _____

Contact email or phone number: _____

*Best practice is to route this form in Adobe Sign. Route it first to the person filling it out, then to accounts_payable@csub.edu.

If you don't use Adobe Sign, complete the form and send it to Payment Services at accounts_payable@csub.edu.

Payment Services Use Only:

Date Received _____   Vendor ID _____   Set up by (initials) _____

Date set up in CFS _____ Date Requestor Notified _____ Notified by (initials)_____