Creating Non-Employee Reimbursements in Concur

Office of University Controller | Procurement Service Center

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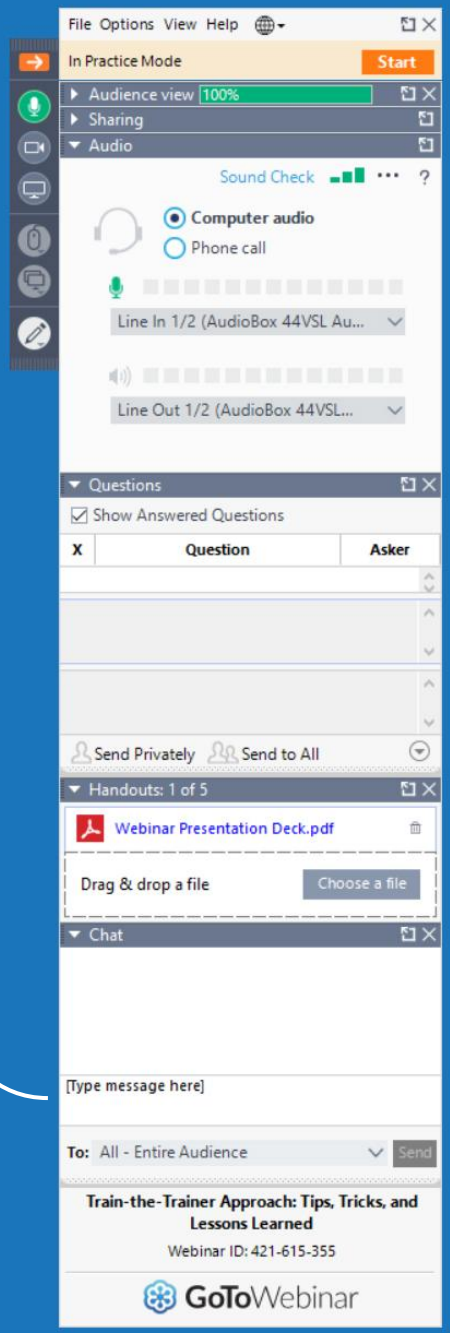

Ask Questions

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August 1, 2018

Special Edition: Non-Employee Reimbursement in Concur

Introducing: Non-Employee Reimbursement in Concur

We have good news for departments that reimburse non-employees (including students) for travel and other University expenses. **Now you can process non-employee reimbursements in the Concur Travel & Expense System, much like you process employee reimbursements.**
Effective August 1, 2018, you'll see a Non-Employee Reimbursement policy available when you create a new expense report. This newsletter is dedicated to getting you familiar with how it works.

When To Use Concur for Non-Employees

There are two conditions for submitting non-employee reimbursement requests in Concur:

- **Payee must be a U.S. citizen living in the U.S.** To reimburse non-U.S. citizens or U.S. citizens living abroad, use the Non-Employee Reimbursement (NR) paper form.
- **Reimbursement must not be related to a Scope of Work (SOW) for an independent contractor.** To reimburse independent contractors, use the payment mechanism in CU Marketplace (Payment Voucher, Purchase Order) associated with the SOW.

When To Use the NR Paper Form

Initially, we're offering departments parallel processing. This means you can begin using Concur immediately for eligible non-employee reimbursements (per the two conditions, above), or you can continue for the time being to use the Non-Employee Reimbursement (NR) form for non-SOW reimbursements to non-employees.
At a future date (to be determined), you'll use Concur for *all eligible* non-employee reimbursements and the NR form *only* for international non-employee reimbursements (non-U.S. citizens and U.S. citizens living abroad).

Student-Employee Processing

When reimbursing a student who's an employee, consider *why* they're being reimbursed. For expenses incurred in their capacity as a student? (Use a Concur Non-Employee Reimbursement expense report, or the NR paper form for international payments.) For expenses incurred in their capacity as an employee? (Use a Concur Travel Reconciliation expense report.)

Getting Help

You'll find complete instructions and how-to videos on the PSC website.

Questions?

Contact FinProHelp@cu.edu or 303.837.2161.

The Non-Employee Report Process

The overall process for non-employee expense reports is the same as for employee reports: create the report header, add expenses, attach receipts (expenses over $75 and all Official Function expenses), and submit report for approval.

Some new things to note:

- You create and submit the report yourself even though it's for another person. You do not act as a delegate.
- Identify non-employee name/mailing address in report header. The check is sent there.
- Use payee name in the report title ("Johnson Interview"). This highlights to your approver that although you submitted the report, you're not the one being reimbursed.
- You don't need to itemize lodging rates/tax.
- To add Per Diem, *don't* use an Itinerary. Select the appropriate **Travel-Meals** expense from the three pairs: Boulder/Colorado Springs, Denver/Aurora, and Other City Rate (anywhere else). On begin and end dates of travel, select First/Last Day Meals (prorated to 75% of per diem rate). On days in between, select Daily Meals. You'll have one Travel-Meals expense line for every day of Per Diem.

A TRAVEL-MEALS

Daily Meals - Boulder/ColoSprings - $59 (Max)
Daily Meals - Denver/Aurora - $69 (Max)
Daily Meals - Other City Rate (See GSA Website)
First/Last Day Meals - Boulder/ColoSprings - $44.25 (Max)
First/Last Day Meals - Denver/Aurora - $51.75 (Max)
First/Last Day Meals - Other City Rate (See GSA Website)

- You'll see the maximum allowable in each Colorado expense type. With Other City Rate, you'll need to look up Per Diem amounts by destination. For each meal expense line, enter the Per Diem in the Amount field, or, if reimbursing actual costs lower than the Per Diem rate, enter the actual amount.
- As usual, you don't need receipts for per diem.

Watch our videos to learn how to create non-employee reimbursements and add per diem in Concur.

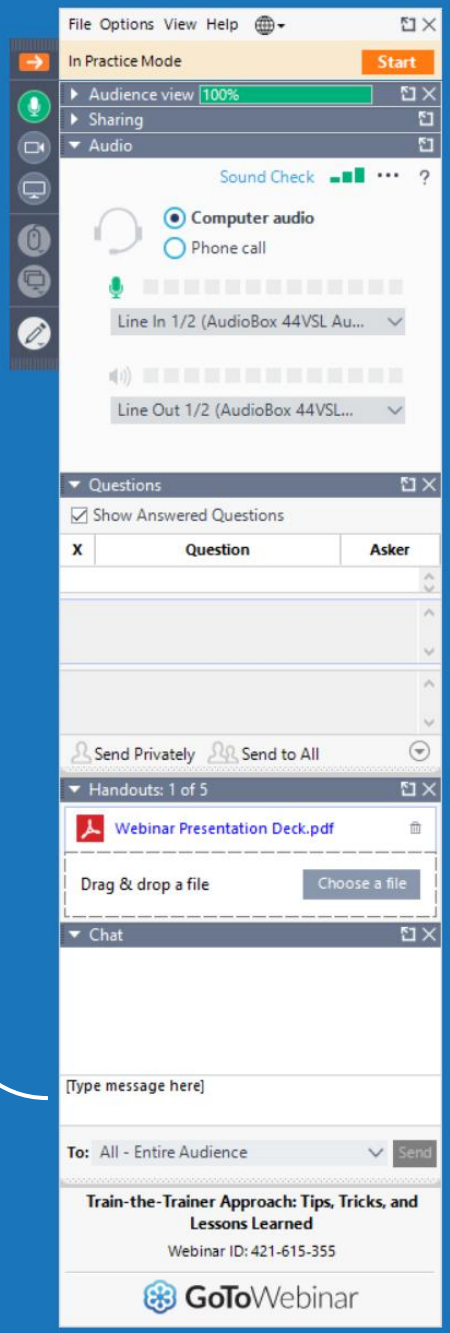
Looking Up Payments in Concur

Watch our video to learn how to do this!

Avoiding Duplicate Payments

During parallel processing time, be sure your department doesn't submit a Concur request and an NR form for the same reimbursement! If you find out you've paid a non-employee twice – and one of the payments wasn't cashed – submit a Warrant Adjustment form. If both payments were cashed, have the non-employee write a check payable to CU in the amount of the payment processed via the NR form. Take the check and Cash Receipt form to the bursar's office.

Ask Questions



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Recording

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HOME | PROCUREMENT SERVICE CENTER | TRAINING | RECONCILING NON-EMPLOYEE TRAVEL

Reconciling Non-Employee Travel

General information on how to travel is available on the Travel page.

There are two ways to reimburse a non-employee: through the Concur Travel & Expense System (Concur) and through the Non-Employee Reimbursement (NR) form. For conditions on using each method, see below.

When to Use Concur for Non-Employee Reimbursement

When to Use the NR Form for Non-Employee Reimbursement

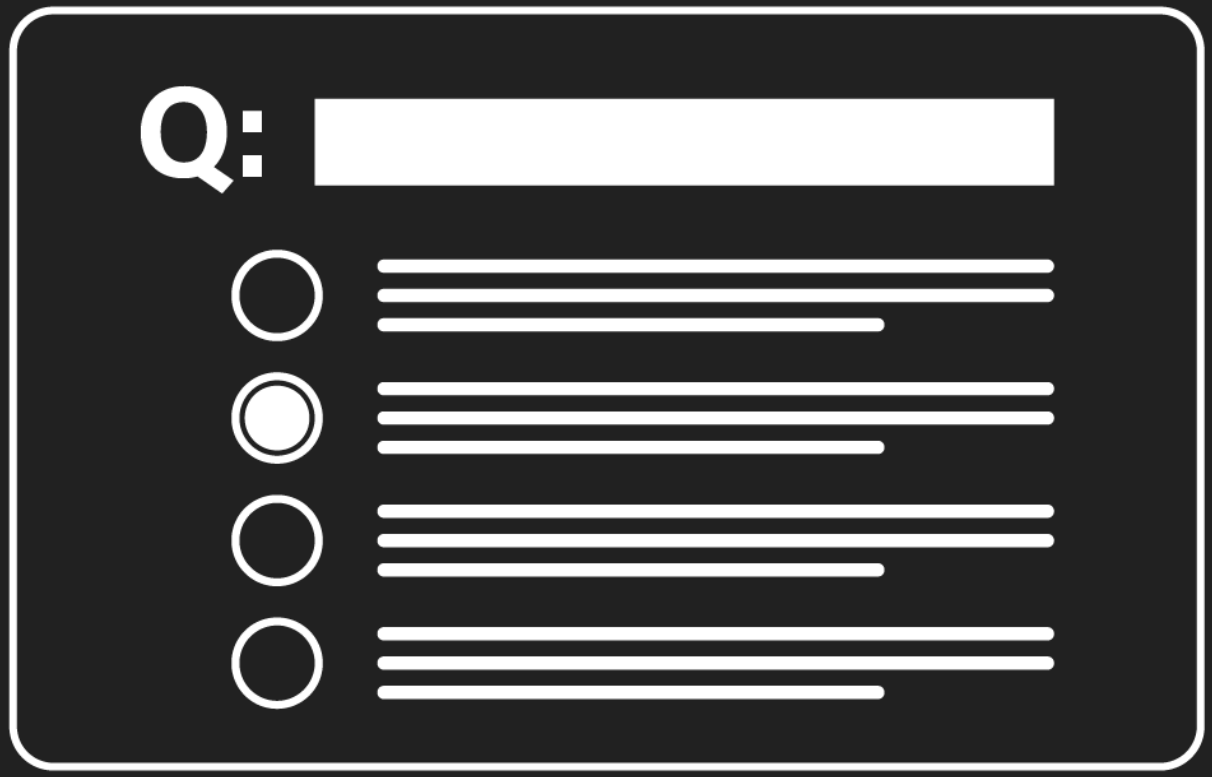
Logging into the Concur Travel & Expense System

Log in to your campus portal and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

How-to Videos and Procedures

RELATED LINKS

- Watch our Webinar! (coming soon)
- Creating a Non-Employee Reimbursement Report
- Adding Meal Per Diem to Non-Employee Reimbursement Reports
- Looking Up Non-Employee Reimbursement Payments
- Looking Up Payments in the Finance System
- Non-Employee Reimbursement (NR) Form
- Travel (PSC Procedural Statement)



Interactive Poll Questions

Poll Question #1

At the end of this webinar, you'll be able to:

1. Navigate the Concur Travel & Expense System to reconcile non-employee expenses

2. Identify differences in the reconciliation of non-employee vs. employee expenses

3. Look up the payment status of Non-Employee Reimbursements processed in Concur.

Non-Employee Reimbursements

What are they?

What are some examples?

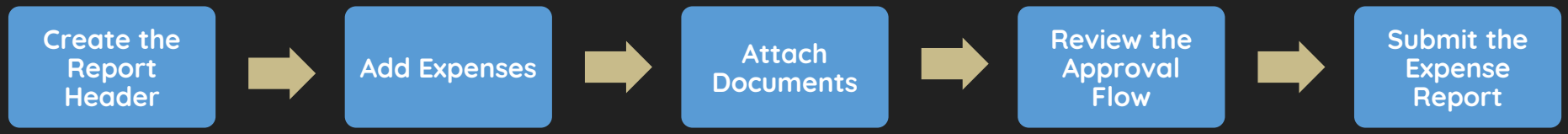
Different from regular employee reimbursements?

Use Concur if...

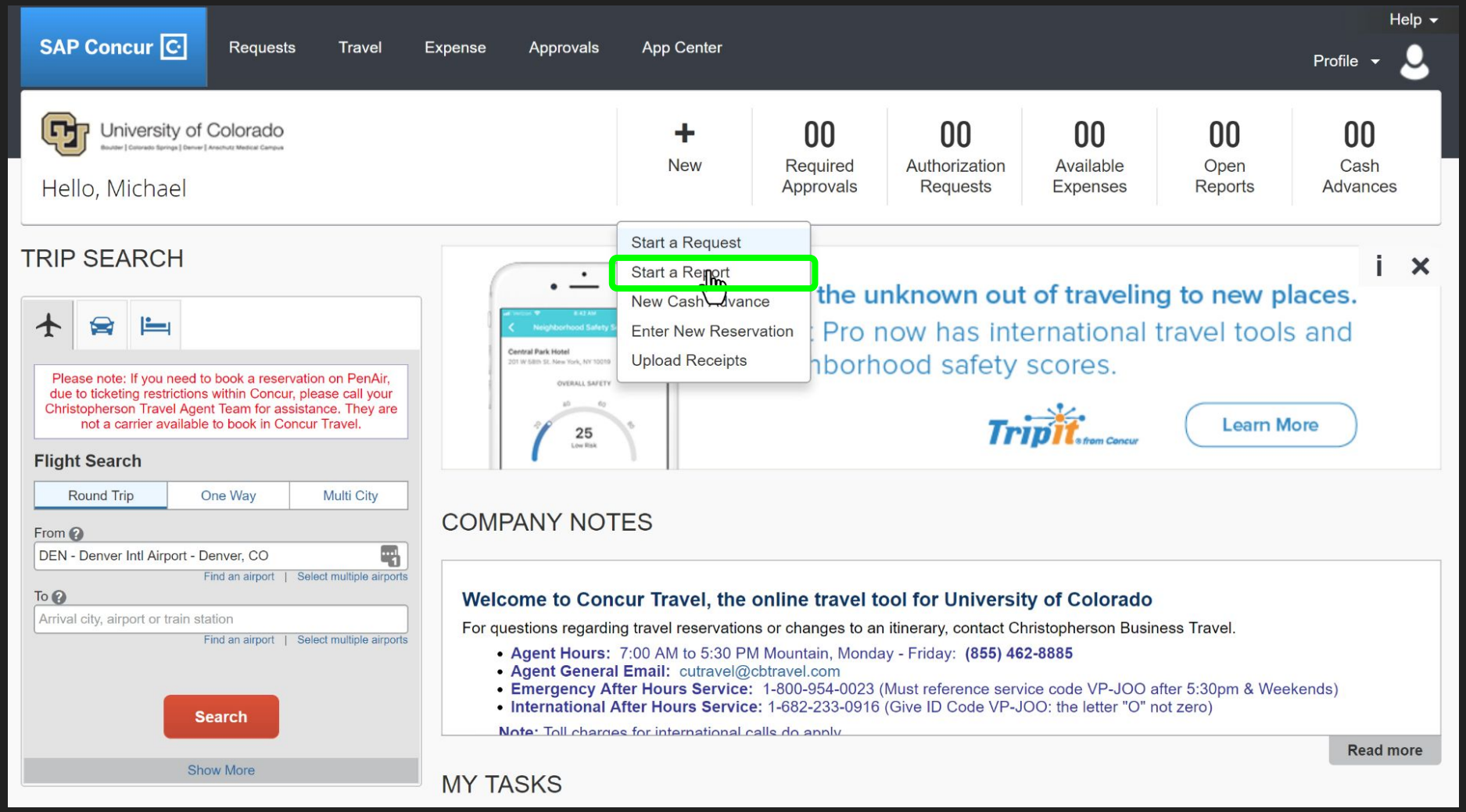
- ✓ Payee is a US citizen living in the United States
- ✓ Reimbursement is <u>not</u> related to a Scope of Work for an independent contractor

Creating Non-Employee Reimbursements

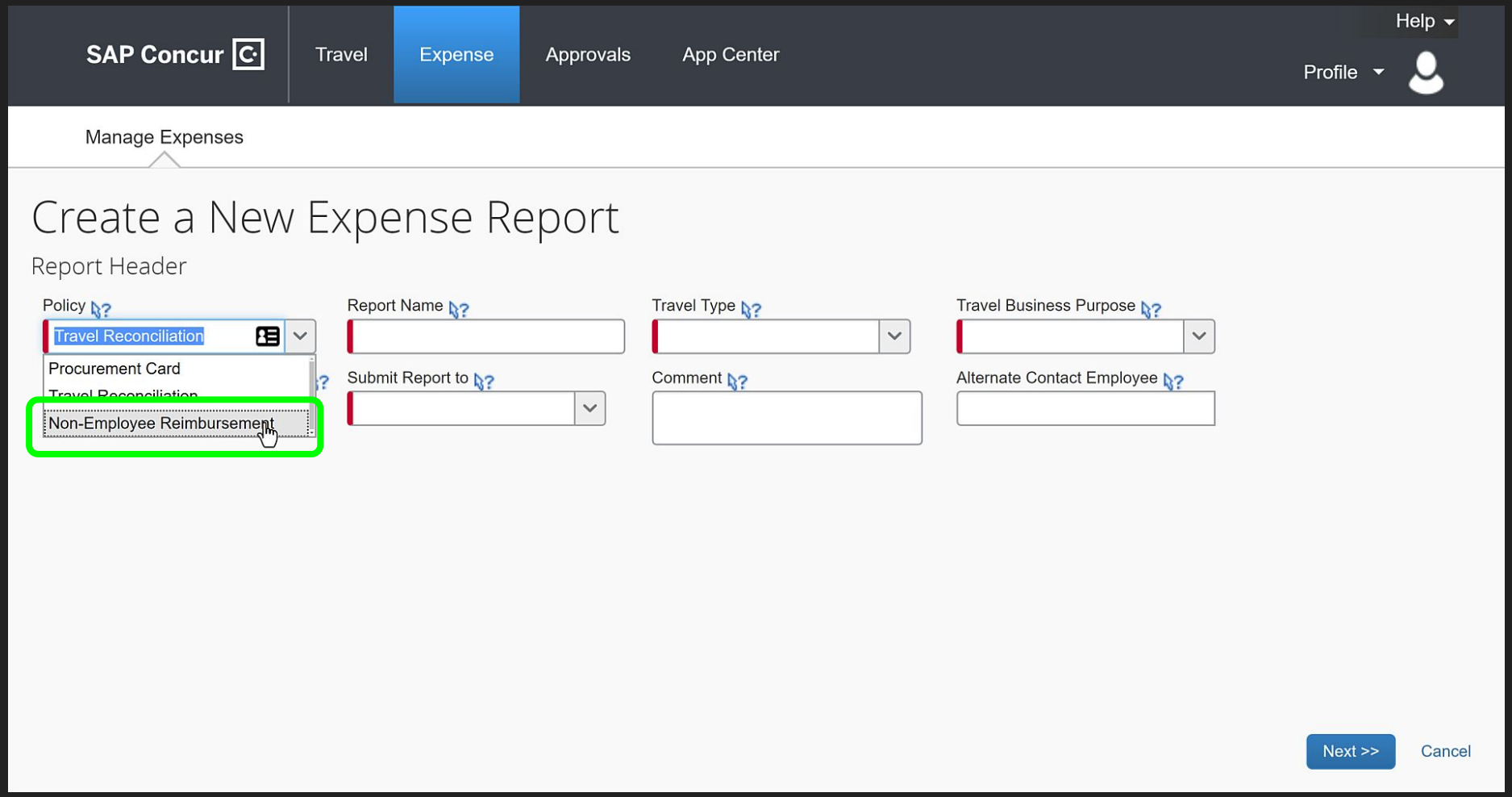
Non-Employee Reimbursement Process



Starting the Report



Creating the Report Header



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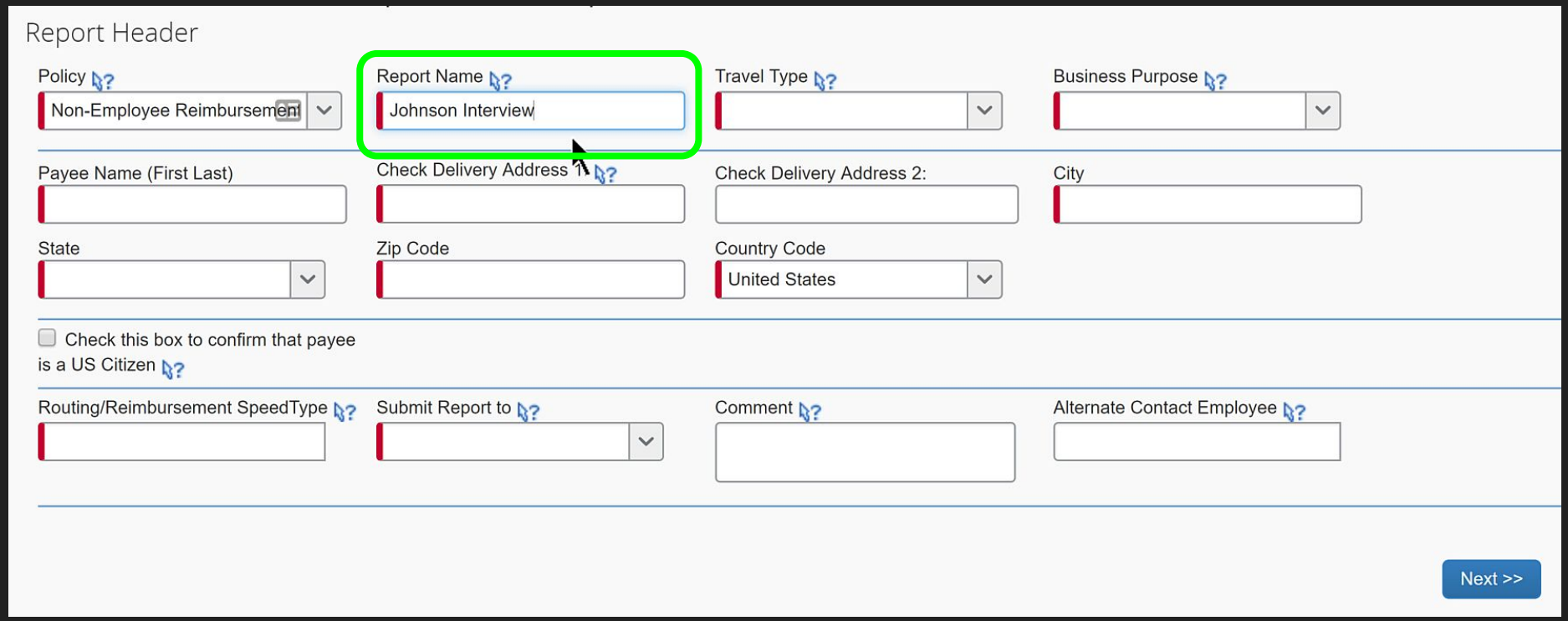

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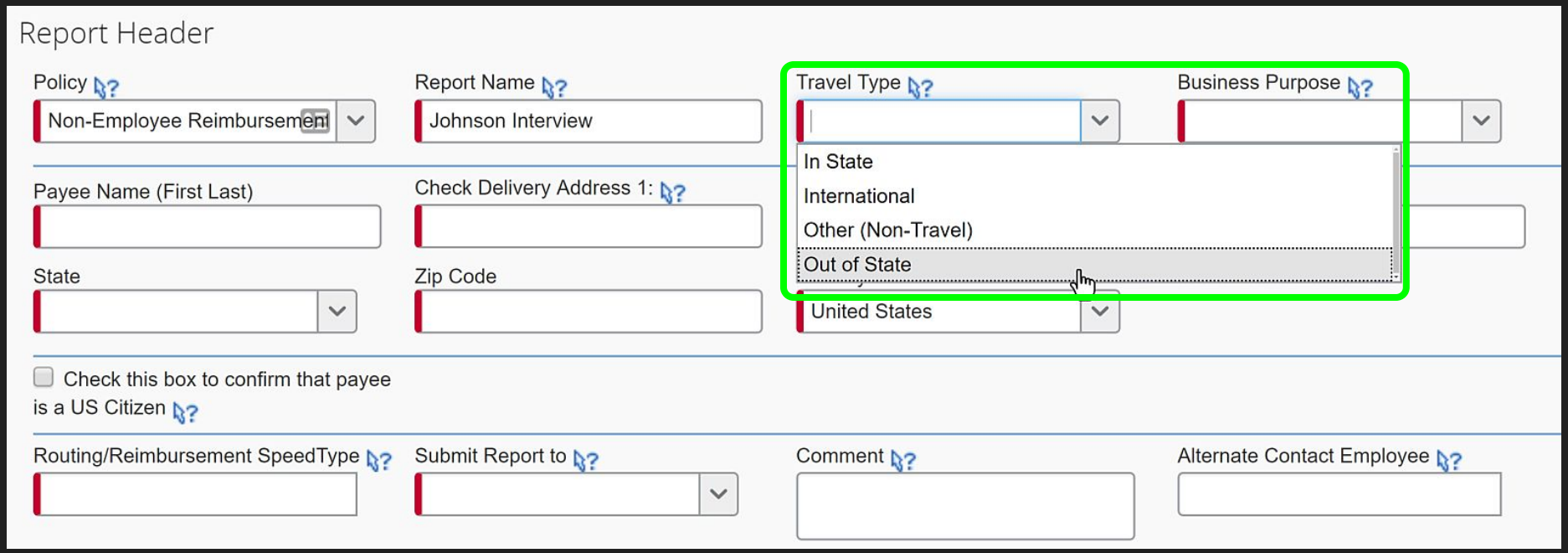

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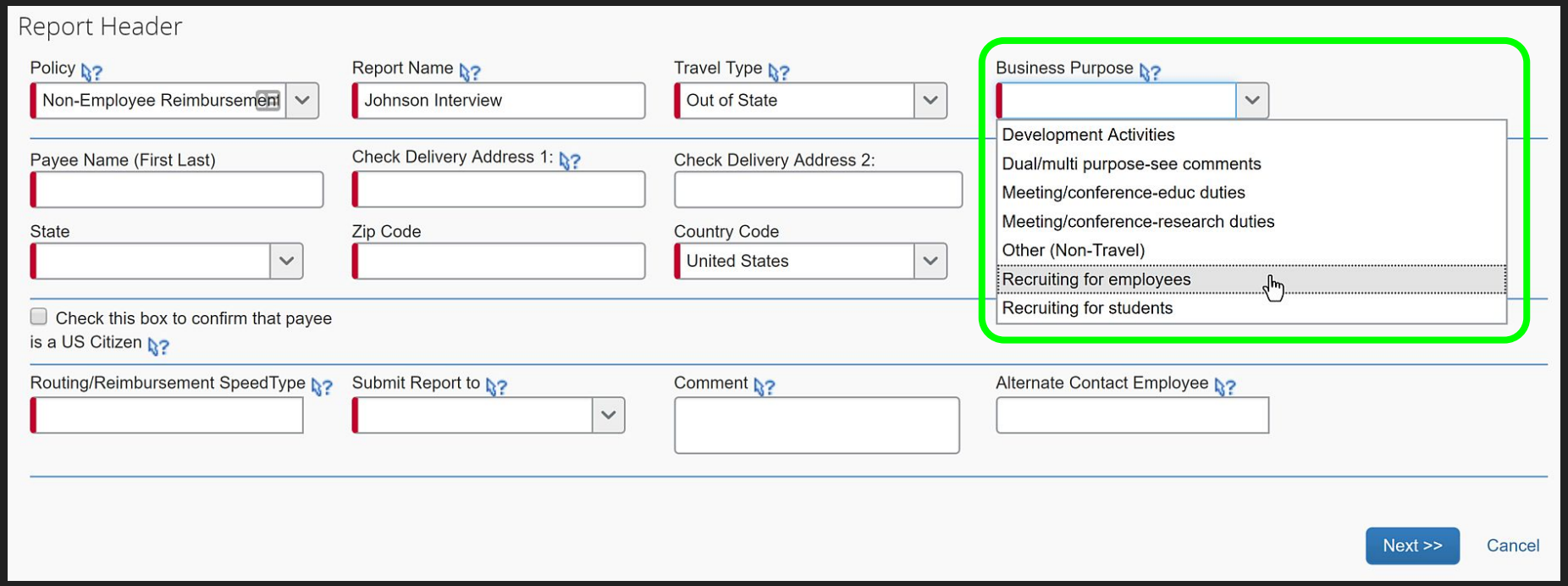

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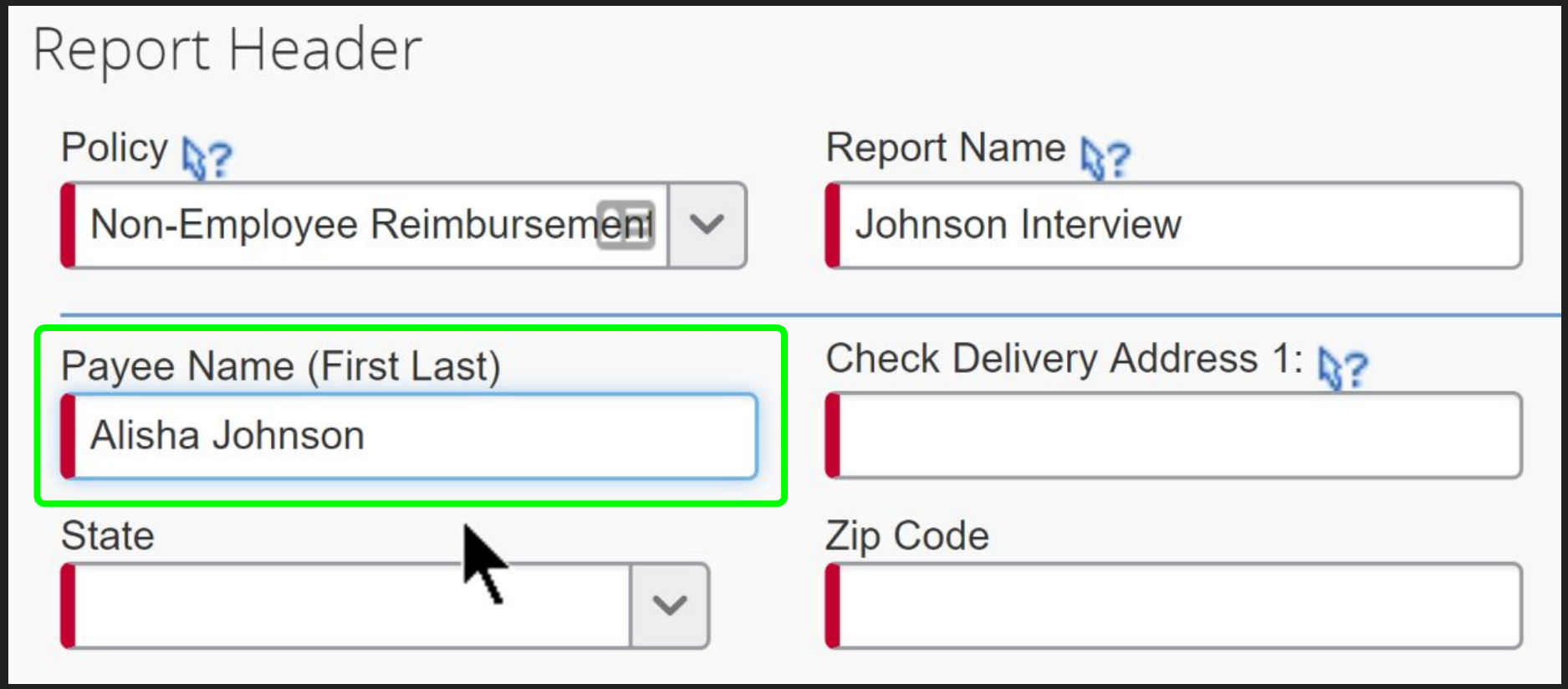

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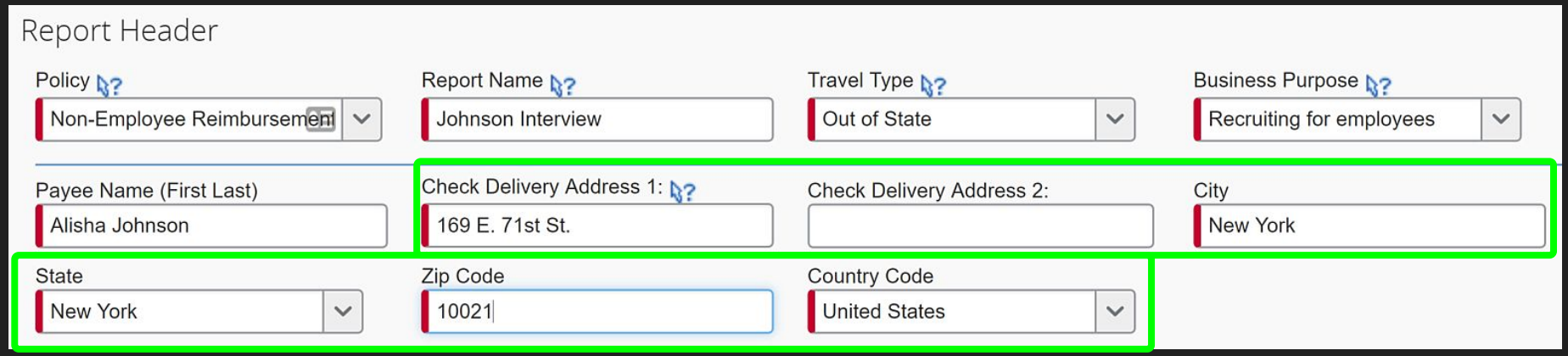

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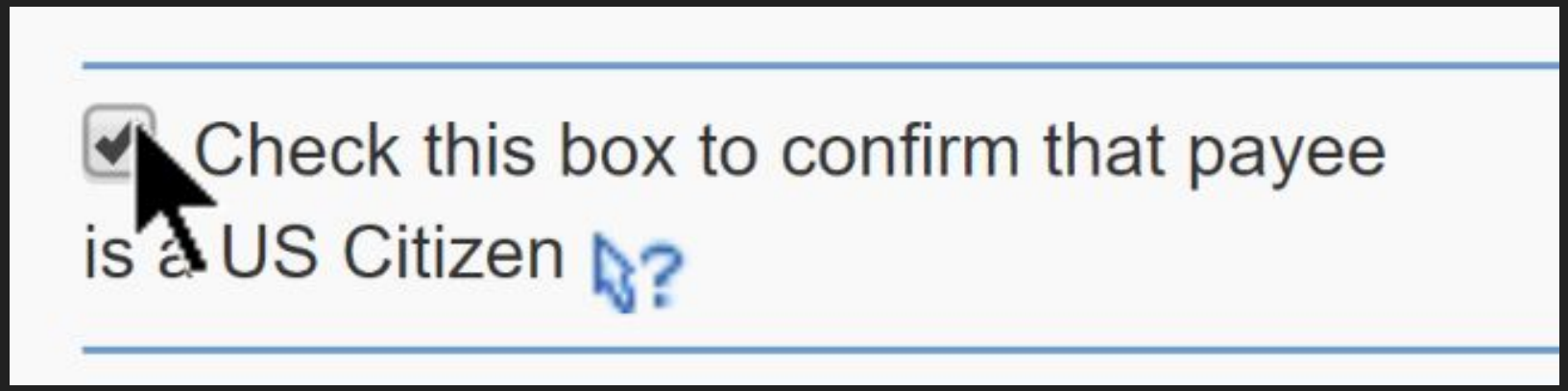

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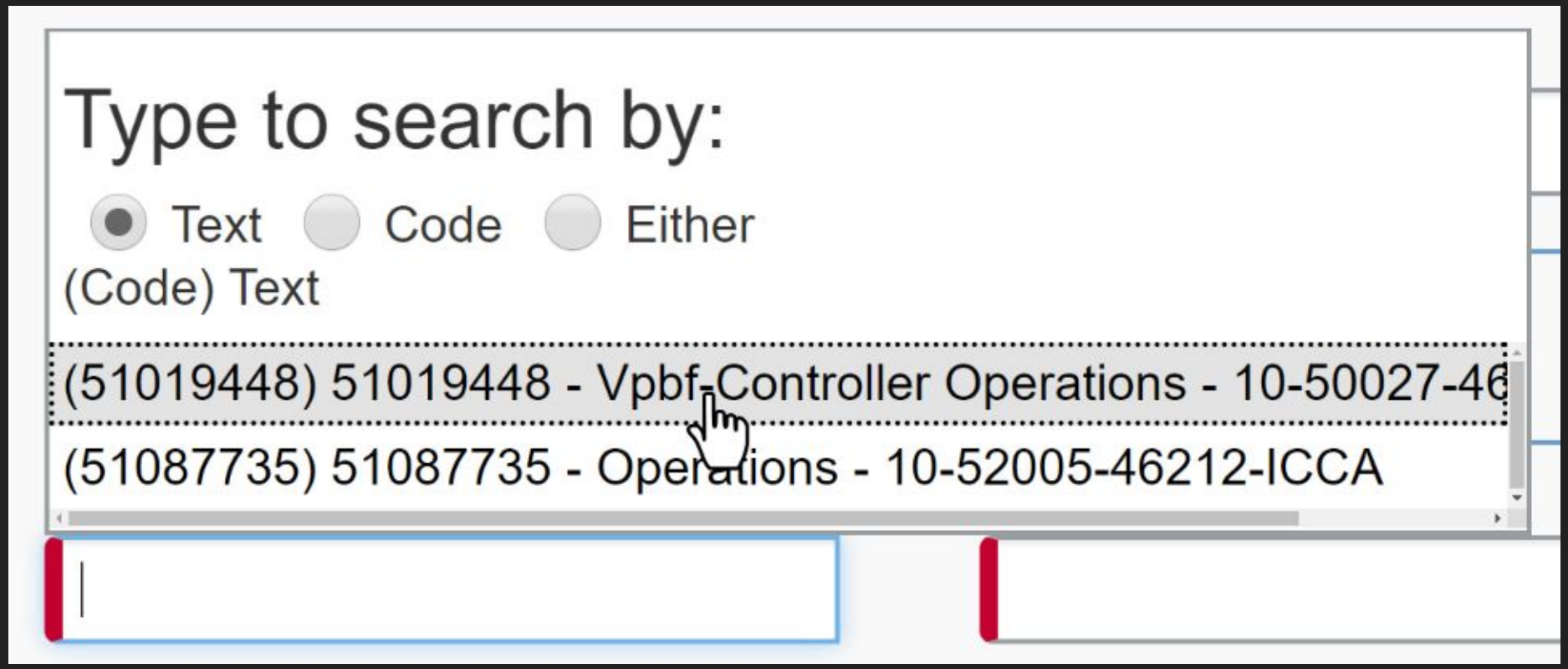


Creating the Report Header

Report Header

Policy
Non-Employee Reimbursement

Report Name
Johnson Interview

Travel Type
Out of State

Payee Name (First Last)
Alisha Johnson

Check Delivery Address 1:
169 E. 71st St.

Check Delivery Address 2:

State
New York

Zip Code
10021

Country Code
United States

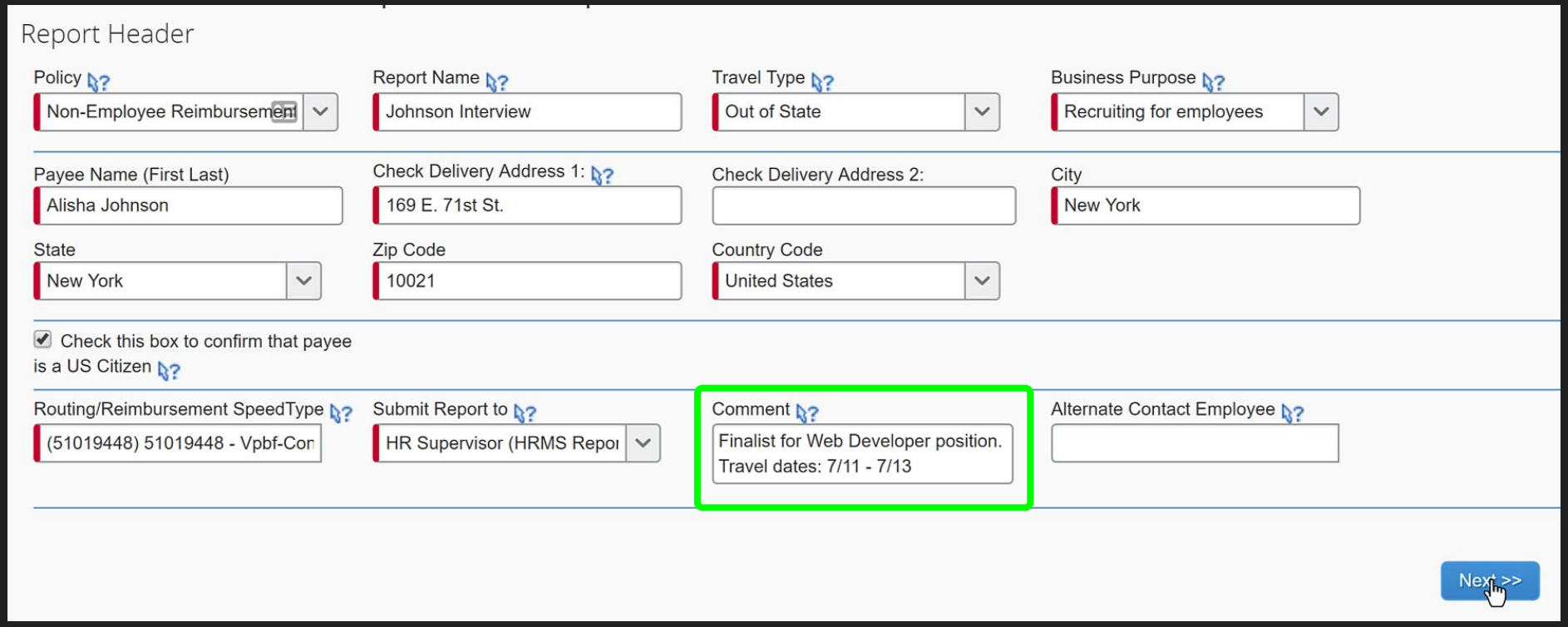
☑ Check this box to confirm that payee is a US Citizen

Routing/Reimbursement SpeedType
(51019448) 51019448 - Vpbf-Cor

Submit Report to
HR Supervisor (HRMS Reports To)
SpeedType (Finance Fiscal Roles)

Comment

Creating the Report Header



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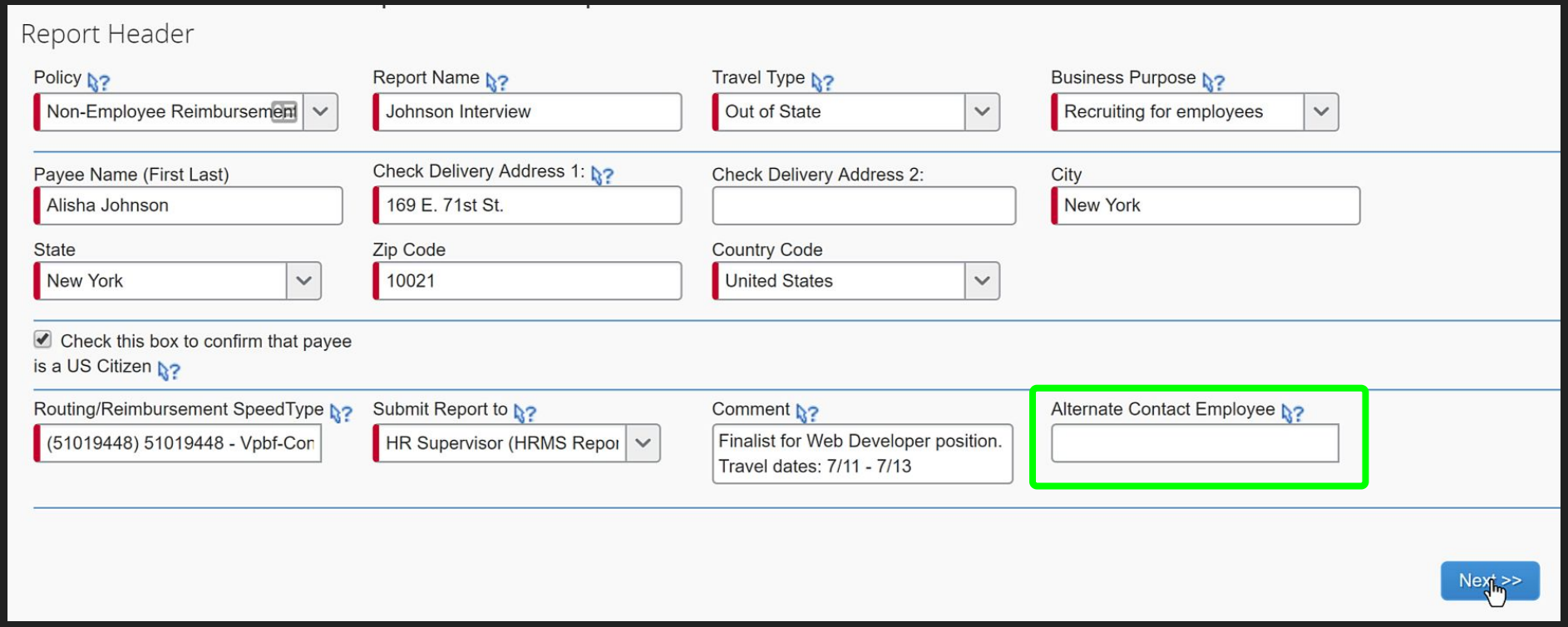

Adding Expenses

SAP Concur | Travel | Expense | Approvals | App Center | Help | Profile

Manage Expenses

Johnson Interview

Delete Report | Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
Adding New Expense			

TOTAL AMOUNT **$0.00**

TOTAL REQUESTED **$0.00**

New Expense | Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Office Supplies (480101)
- Internet Airfare
- Daily Meals - Other City Rate (See GSA Website)
- Non-Employee Mileage
- Non-Employee Rental Car

All Expense Types

A TRAVEL-AIRFARE AND COMMON CARRIER COSTS

- Internet Airfare
- Non-Employee Baggage Fees

A TRAVEL-MEALS

- Daily Meals - Boulder/ColoSprings - $59 (Max)
- Daily Meals - Denver/Aurora - $69 (Max)
- Daily Meals - Other City Rate (See GSA Website)

Non-Employee Expense Types

New Expense

A TRAVEL-AIRFARE AND COMMON CARRIER COSTS

Internet Airfare

Non-Employee Baggage Fees

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Daily Meals - Other City Rate (See GSA Website)

First/Last Day Meals - Boulder/ColoSprings - $44.25 (Max)

First/Last Day Meals - Denver/Aurora - $51.75 (Max)

First/Last Day Meals - Other City Rate (See GSA Website)

A TRAVEL-NON - EMPLOYEE

Non-Employee Ground Transportation

Non-Employee Lodging Deposit

Non-Employee Lodging Rates

Non-Employee Rental Car

Non-Employee Rental Car Gas

A TRAVEL-OTHER COSTS

Internet Service for Work

Non-Employee Mileage

Non-Employee Mileage - 4-Wheel Drive

Non-Employee Parking

Adding Non-Employee Per Diem

New Expense

A TRAVEL-AIRFARE AND COMMON CARRIER COSTS

Internet Airfare

Non-Employee Baggage Fees

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A TRAVEL-NON - EMPLOYEE

Adding Non-Employee Per Diem

New Expense

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A TRAVEL-NON - EMPLOYEE

Adding Non-Employee Per Diem

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First/Last Day Meals - Other City Rate (See GSA Website)

Adding Non-Employee Per Diem

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Daily Meals - Denver/Aurora - $69 (Max)

Daily Meals - Other City Rate (See GSA Website) ?

First/Last Day Meals - Boulder/ColoSprings - $44.25 (Max)

First/Last Day Meals - Denver/Aurora - $51.75 (Max)

First/Last Day Meals - Other City Rate (See GSA Website) ?

Looking up Per Diem Rates

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Travel

The University's managed travel program is designed to meet the travel needs of all individuals who travel on official University business. Pre-approval is required prior to all trips. Approval for domestic travel is obtained within the department. Approval for international travel is processed online through the Concur Travel & Expense System (Concur).

Use Concur to book domestic travel and process expense reports. Use the University's travel management company, Christopherson Business Travel (CBT), to book international travel and group travel; you can also use CBT for domestic bookings, if desired.

To get started, click a link below.

Book Travel | Travel Apps | Reconcile Expenses

TOP TRAVEL LINKS

- Acting as a Delegate or Travel Arranger
- Car Rental
- Card Applications & Non-Employee Forms
- Christopherson Business Travel
- Group Travel
- Hotel Program (Local)
- Internet Airfare
- Meal Per Diem Rates
- Mileage Rates
- Parking at DIA
- Personal/Business Travel Combined
- Travel Apps

Looking up Per Diem Rates

GSA | TRAVEL | REAL ESTATE | ACQUISITION | TECHNOLOGY | POLICY & REGULATIONS | ABOUT US

Home > Travel > Plan & Book > Per Diem Rates > Per Diem Look-Up >

Per Diem Rates Look-Up

Rates are set by fiscal year, effective October 1 each year. Find current rates in the continental United States ("CONUS Rates") by searching below with city and state (or ZIP code), or by clicking on the map, or use the new Per Diem tool to calculate trip allowances.

Search by City, State or ZIP

For Fiscal Year: 2018 (Current Year)

Select a State

City (optional)

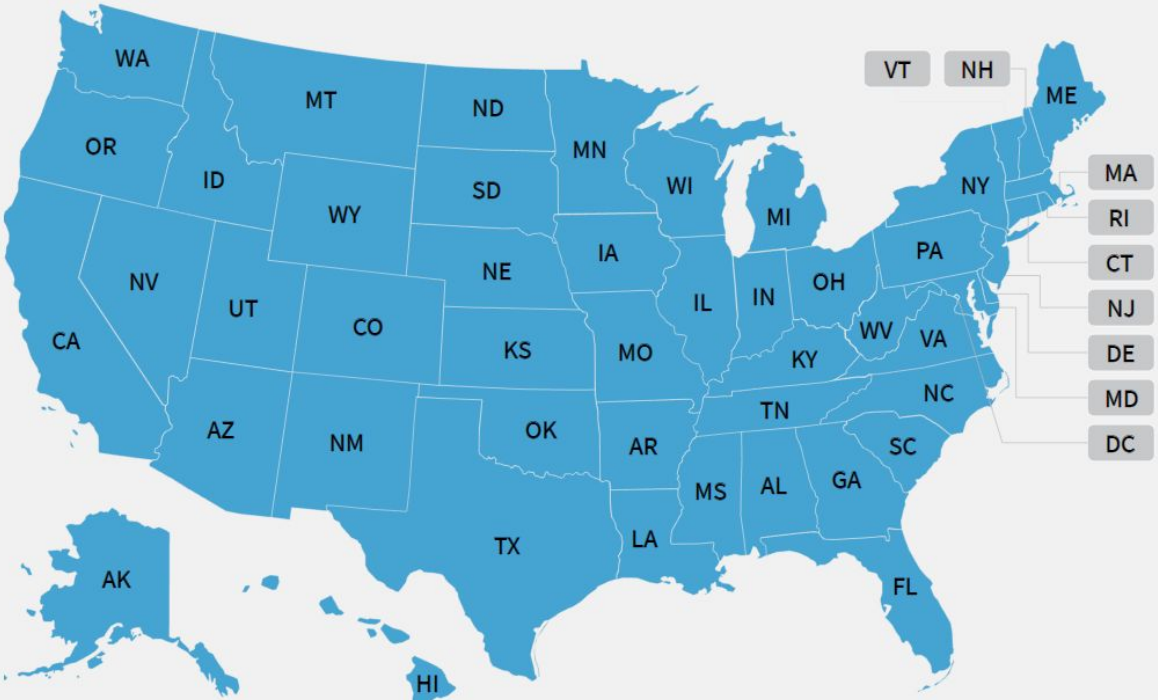
OR

ZIP

Find Rates

Search by State

For Fiscal Year: 2018 (Current Year)



Adding Meal Per Diem

Johnson Interview

+ New Expense | Import Expenses | Details ▾ | Receipts ▾ | Print / Email ▾

Expenses

Move ▾ | Delete | Copy | View ▾ | «

	Date ▲	Expense Type	Amount	Requested
Adding New Expense				
☐	07/11/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75
☐	07/12/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
☐	07/13/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
☐	07/14/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75

Adding Meal Per Diem

Johnson Interview

+ New Expense | Import Expenses | Details ▾ | Receipts ▾ | Print / Email ▾

Expenses

Move ▾ | Delete | Copy | View ▾ | «

	Date ▲	Expense Type	Amount	Requested
Adding New Expense				
☐	07/11/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75
☐	07/12/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
☐	07/13/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
☐	07/14/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75

Poll Question #2

Expenses

Move ▾ Delete Copy View ▾

	Date ▲	Expense Type	Amount	Requested
Adding New Expense				
	07/09/2018	**First/Last Day Meals - Other City Rate** Chicago, Illinois	$55.50	$55.50
	07/10/2018	**Daily Meals - Other City Rate (See GS/** Chicago, Illinois	$74.00	$74.00
	07/11/2018	**Daily Meals - Other City Rate (See GS/** Chicago, Illinois	$74.00	$74.00
	07/12/2018	**First/Last Day Meals - Other City Rate** Chicago, Illinois	$55.50	$55.50

Adding Mileage

A TRAVEL-MEALS

- Daily Meals - Boulder/ColoSprings - $59 (Max)
- Daily Meals - Denver/Aurora - $69 (Max)
- Daily Meals - Other City Rate (See GSA Website)
- First/Last Day Meals - Boulder/ColoSprings - $44.25 (Max)
- First/Last Day Meals - Denver/Aurora - $51.75 (Max)
- First/Last Day Meals - Other City Rate (See GSA Website)

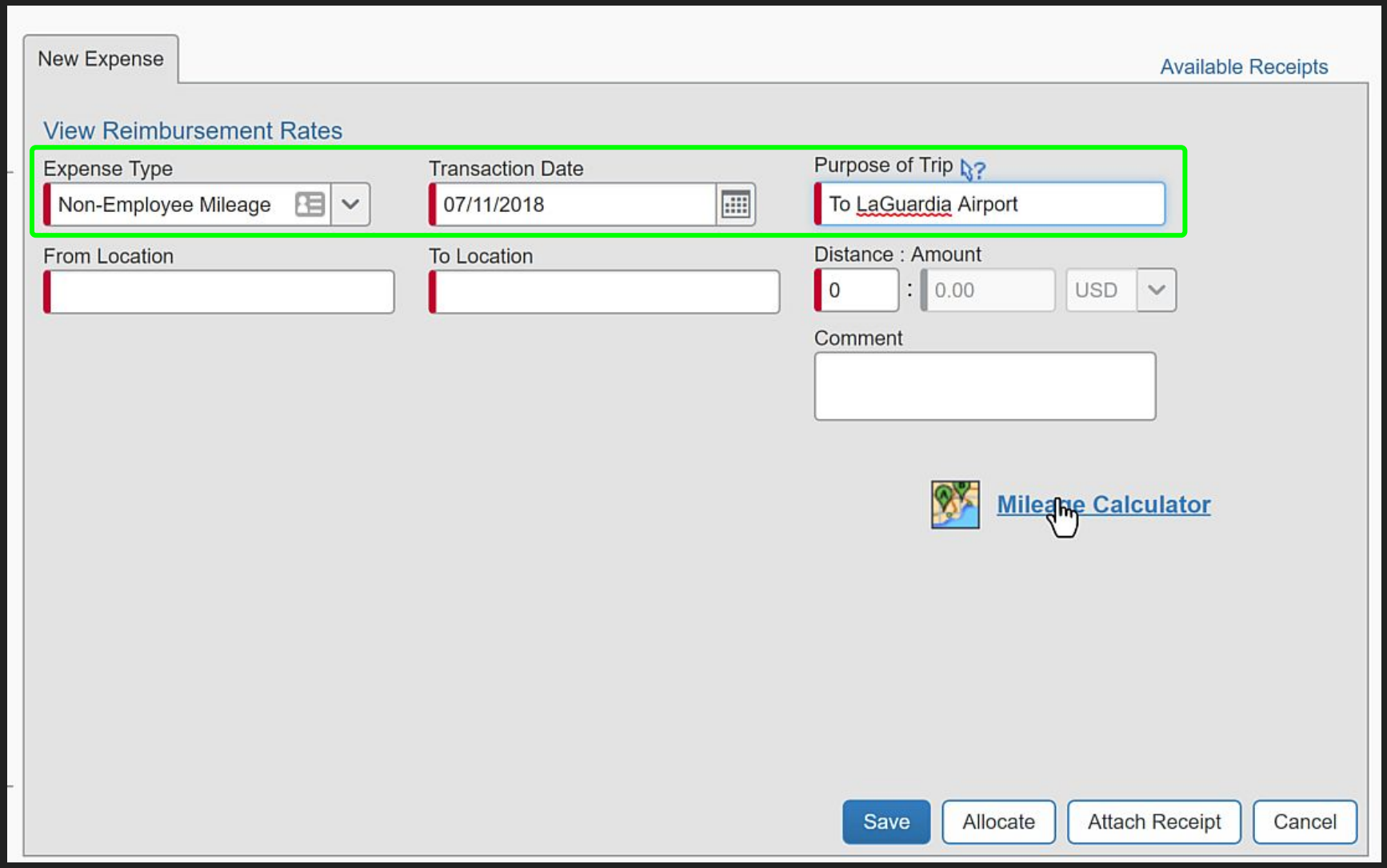
A TRAVEL-NON - EMPLOYEE

- Non-Employee Ground Transportation
- Non-Employee Lodging Deposit
- Non-Employee Lodging Rates
- Non-Employee Rental Car
- Non-Employee Rental Car Gas

A TRAVEL-OTHER COSTS

- Internet Service for Work
- Non-Employee Mileage
- Non-Employee Mileage - 4-Wheel Drive
- Non-Employee Parking
- Personal Travel Allowance (enter negative amount)

Adding Mileage



Adding Mileage

07/12/2018

07/13/2018

Suggested routes:

I-278 W 9.1 mi. About 24 mins
I-278 E 10.2 mi. About 27 mins
NY-25 E and I-278 E 9.2 mi. About 28 mins

A 167 E 71st St, New York, NY 10021, USA

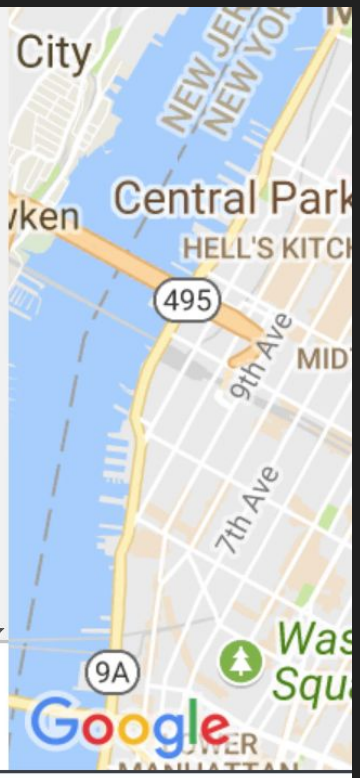
9.1 mi. About 24 mins

1. Head northwest on E 71st St toward Lexington Ave 217 ft

2. Turn left at the 1st cross street onto Lexington Ave 262 ft

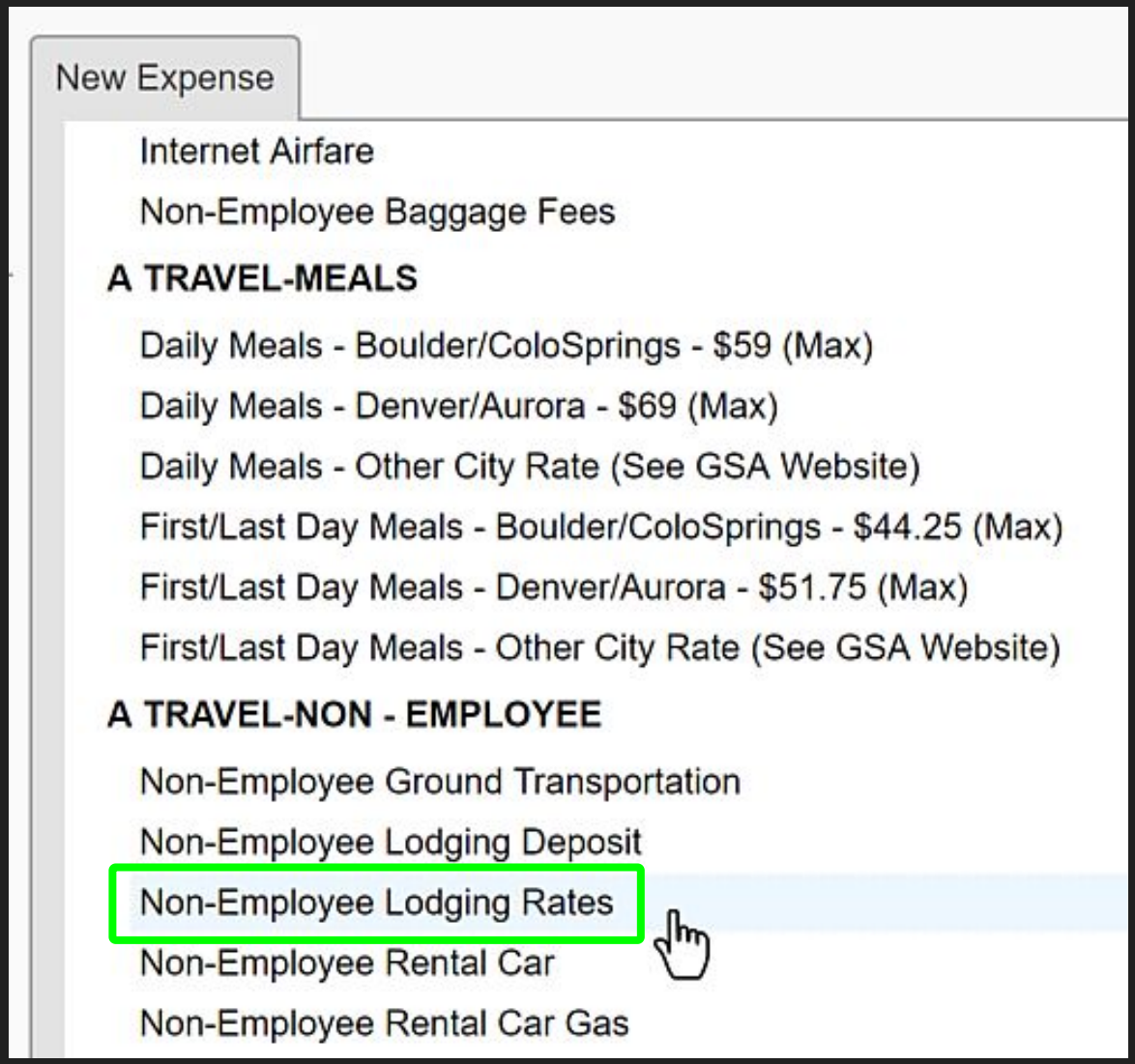
Deduct Commute

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	**9.1 MI**

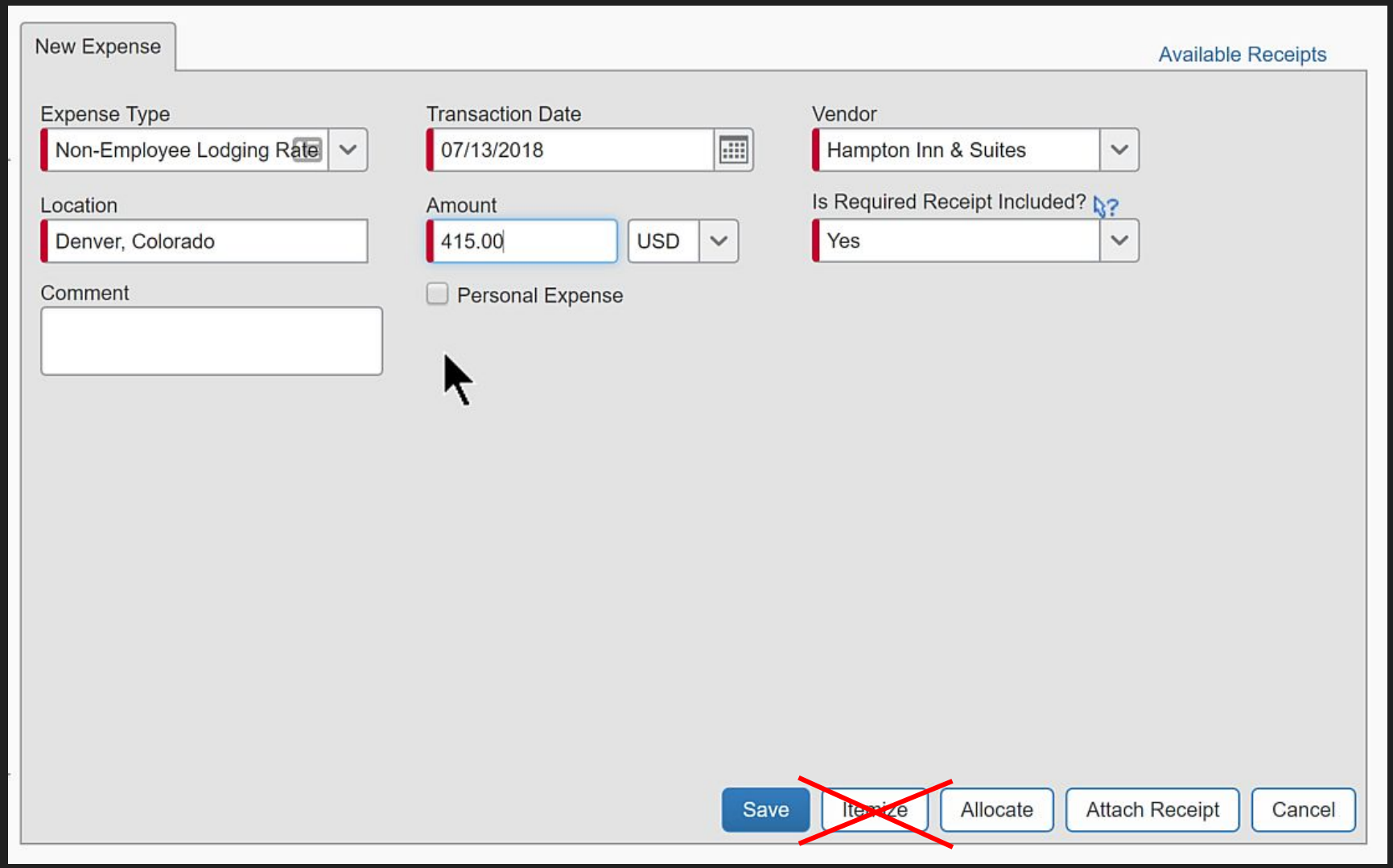


TOTAL AMOUNT	TOTAL REQUESTED
$172.50	**$172.50**

Adding Lodging



Adding Lodging



Adding Lodging

Johnson Interview

+ New Expense | Import Expenses | Details ▾ | Receipts ▾ | Print / Email ▾

Expenses

Move ▾ | Delete | Copy | View ▾

	Date ▲	Expense Type	Amount	Requested
Adding New Expense				
☐	07/11/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75
☐	07/11/2018	**Non-Employee Mileage**	$4.59	$4.59
☐	07/12/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
☐	07/13/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75

New Expense

Expense Type: Non-Employee Lodging Rate

Transaction Date: 07/13/2018

Location: Denver, Colorado

Amount: 415.00

Comment:

☐ Personal Expense

Adding Lodging

Johnson Interview

+ New Expense | Import Expenses | Details ▾ | Receipts ▾ | Print / Email ▾

Expenses

Move ▾ | Delete | Copy | View ▾

	Date ▲	Expense Type	Amount	Requested
Adding New Expense				
	07/11/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75
	07/11/2018	**Non-Employee Mileage**	$4.59	$4.59
	07/12/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
	07/13/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75

New Expense

Expense Type: Non-Employee Lodging Rate

Transaction Date: 07/13/2018

Location: Denver, Colorado

Amount: 415.00

Comment:

☐ Personal Expense

Adding Lodging

SAP Concur | Travel | Expense | Approvals | App Center | Help | Profile

Manage Expenses

Johnson Interview

+ New Expense | Import Expenses | Details

Delete Report | Submit Report

Expenses

Date	Expense Type
Adding New Expense	
07/11/2018	First/Last Day Meals - Denver/Au Denver, Colorado
07/11/2018	Non-Employee Mileage
07/12/2018	Daily Meals - Denver/Aurora - $69 Denver, Colorado
07/13/2018	First/Last Day Meals - Denver/Au Denver, Colorado

TOTAL AMOUNT $177.09 | TOTAL REQUESTED $177.09

Attach Receipt

Click Browse and select a **.png, .jpg, .jpeg, .pdf, .html, .tif or .tiff** file for upload. 5 MB limit per file.

File Selected for uploading: Browse... | Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts | Attach

Receipt.pdf

Cancel

Available Receipts

Vendor: Hampton Inn & Suites

Is Required Receipt Included? Yes

Save | Itemize | Allocate | Attach Receipt | Cancel

Reviewing the Report

Manage Expenses

Johnson Interview

+ New Expense | Import Expenses | Details ▾ | Receipts ▾ | Print / Email ▾

- CU Fax Receipt Cover Page
- CU Detailed Report

Expenses

Move ▾

	Date ▲	Expense Type		
Adding New Expense				
	07/11/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75
	07/11/2018	**Non-Employee Mileage**	$4.59	$4.59
	07/11/2018	**Non-Employee Ground Transportation** Lyft, Denver, Colorado	$33.00	$33.00
	07/12/2018	**Daily Meals - Denver/Aurora - $69 (Max)** Denver, Colorado	$69.00	$69.00
	07/13/2018	**First/Last Day Meals - Denver/Aurora - $51.75** Denver, Colorado	$51.75	$51.75

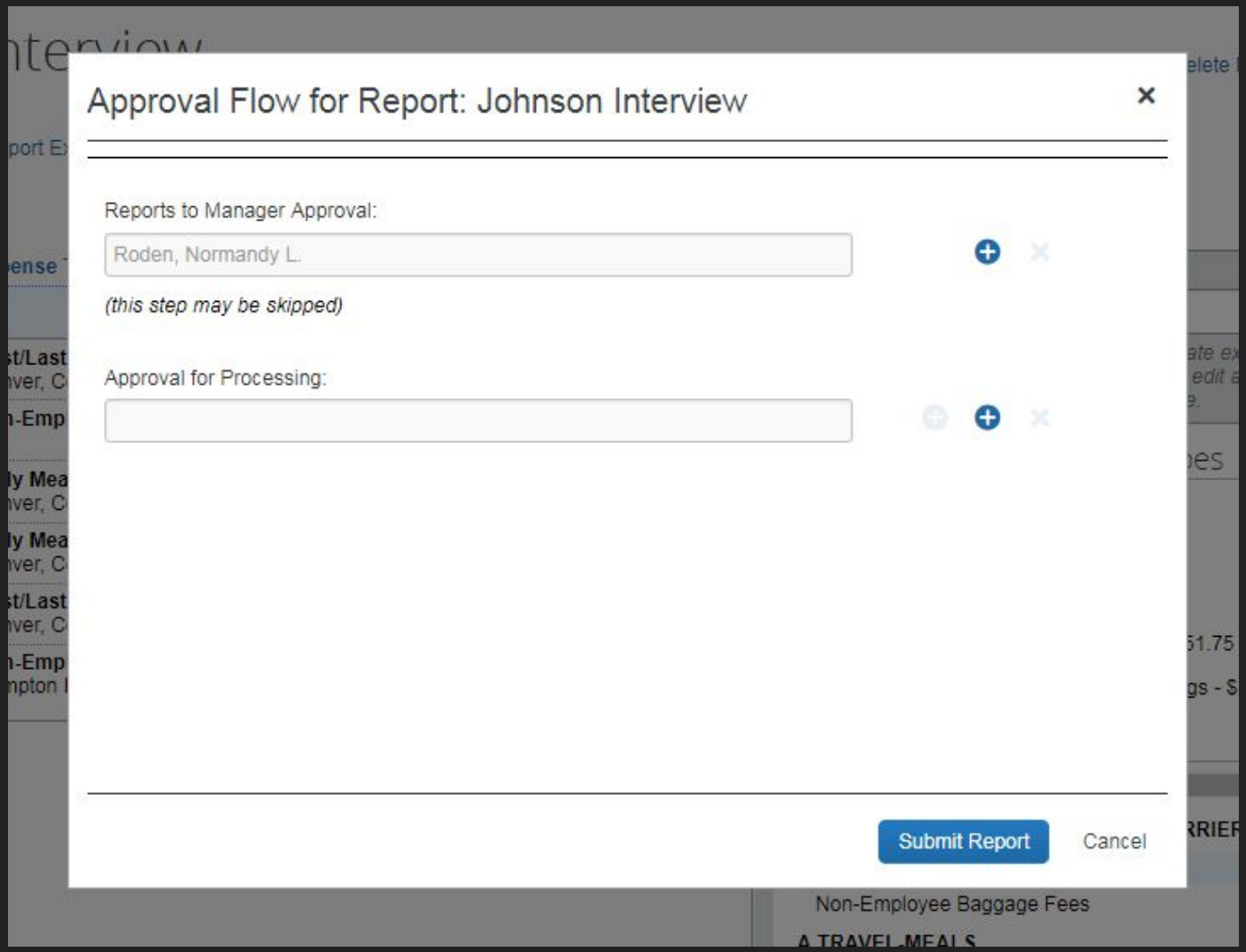
Expense Type

To create a new expense, click the appropriate ex
expense, click the expense on the left side of the

Recently Used Expense Types

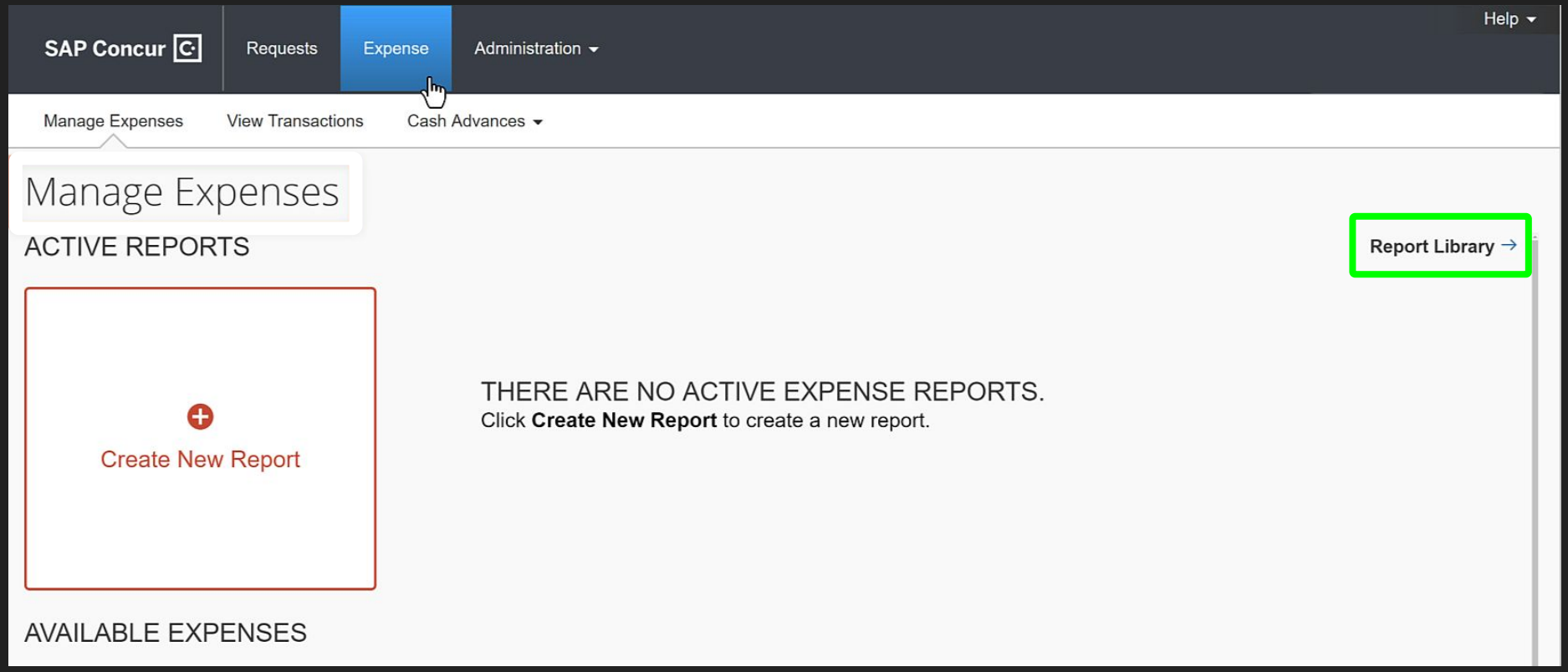
- Non-Employee Ground Transportation
- Non-Employee Lodging Rates
- Non-Employee Mileage
- Daily Meals - Denver/Aurora - $69 (Max)

Reviewing Approval Flow

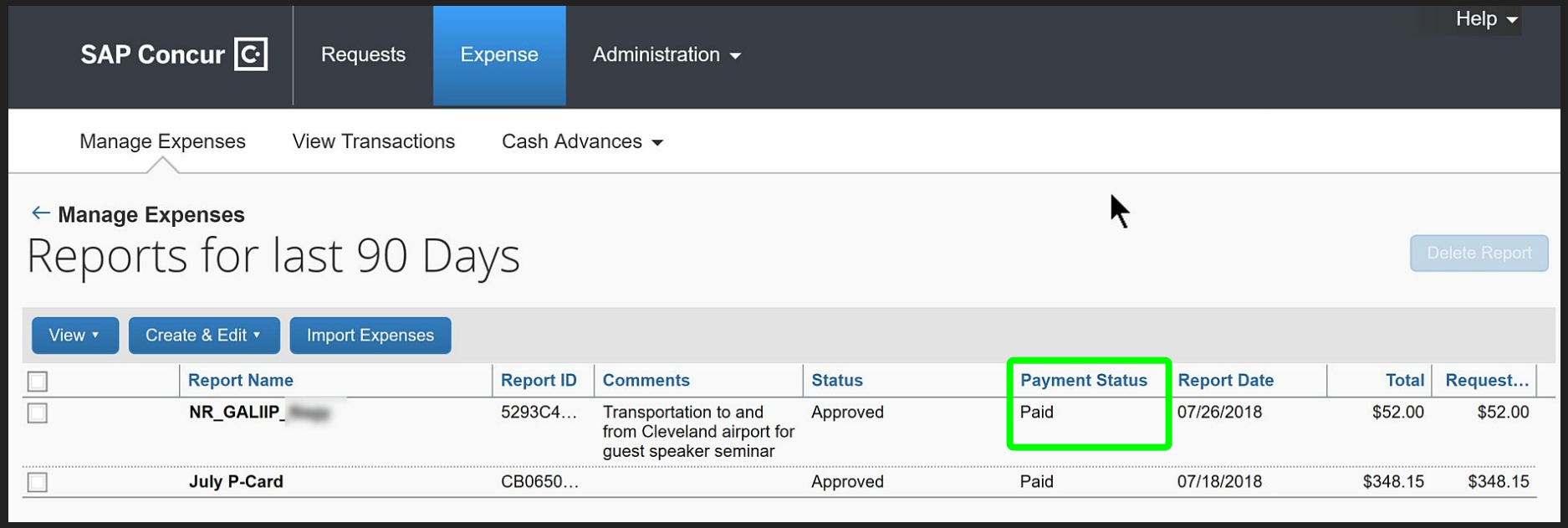


Looking up Payment Status

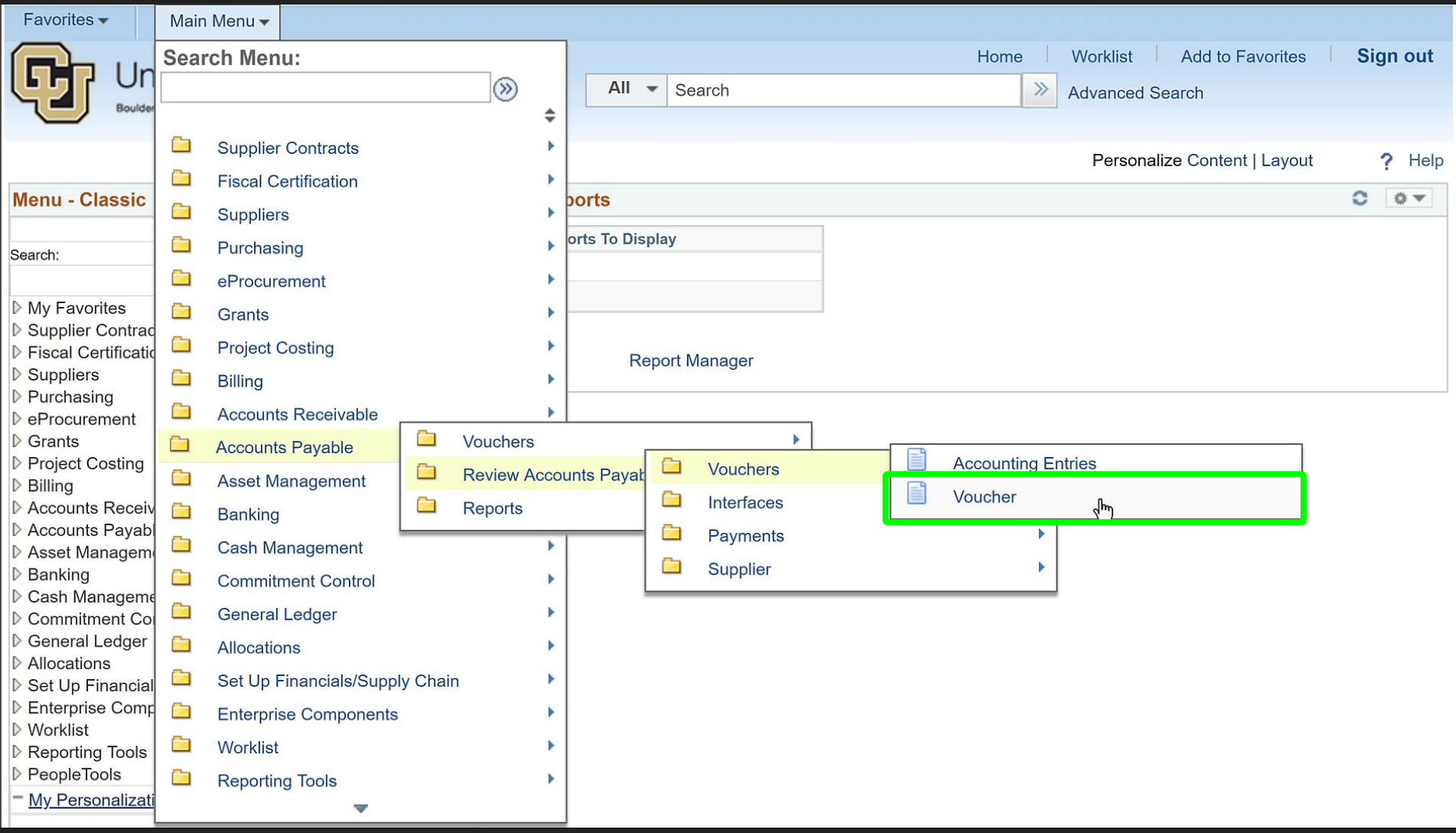
Looking up Payment Status in Concur



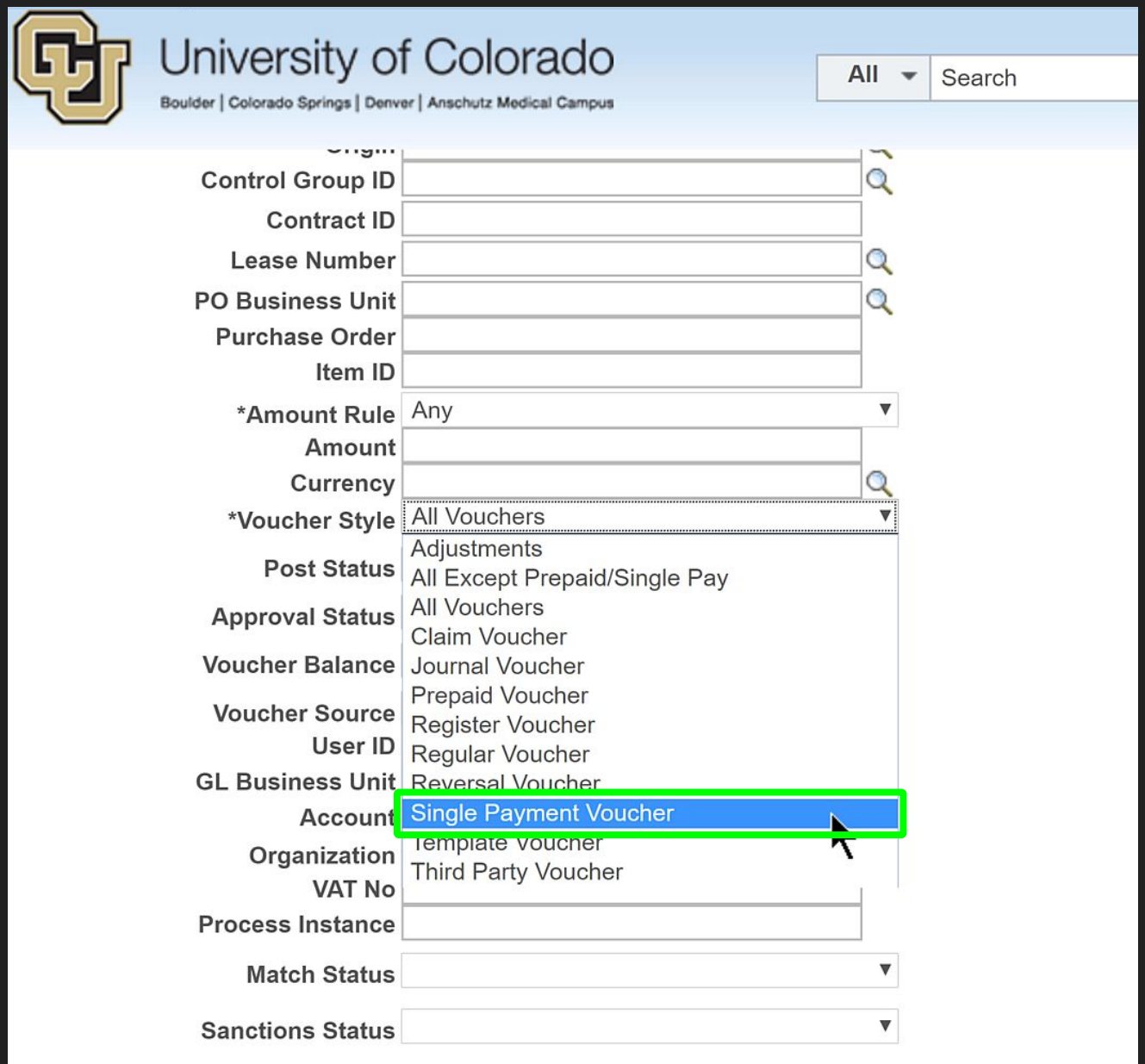
Looking up Payment Status in Concur



Looking up Payment Status in FIN



Looking up Payment Status in FIN



Looking up Payment Status in FIN

University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

All | Search

Search Name: ALL

From

Business Unit: UCOLO

Voucher ID:

Invoice Id:

Supplier SetID: UCOLO

Supplier ID:

Supplier Name: Laura [redacted]

Entry Status: Supplier Name

Incomplete Voucher: LAURA [redacted]

Accounting Dt:

Invoice Date:

Due Date:

Entered Date:

Origin Set ID:

Origin:

Control Group ID:

Contract ID:

Lease Number:

PO Business Unit:

Purchase Order:

Item ID:

*Amount Rule: Any

Looking up Payment Status in FIN

Max Rows 300 Search Clear

Sort Criteria

*Sort By Voucher ID

*Sort Asc/Desc Ascending

Sort Display

Display Currency Criteria

Late Interest Analysis

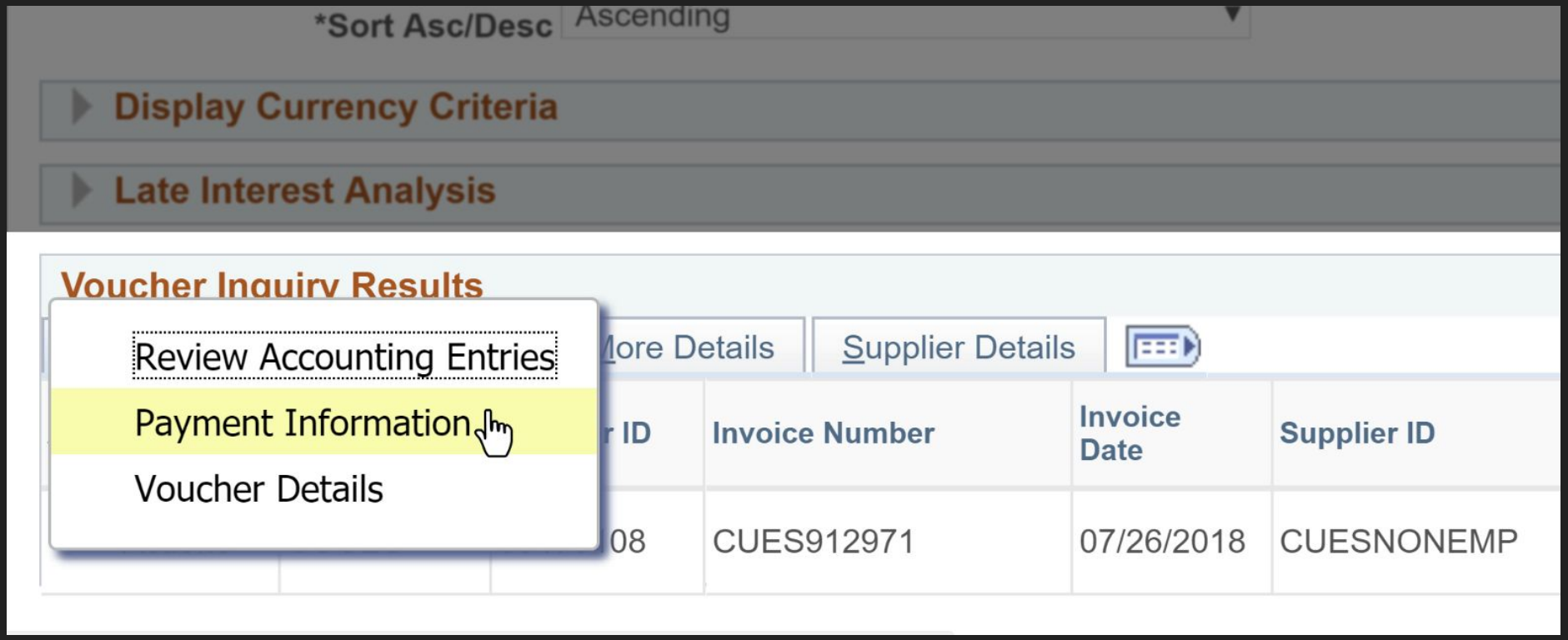
Voucher Inquiry Results

Personalize | Find | View All | First 1 of 1

Voucher Details | Amounts | More Details | Supplier Details

Actions	Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Entry Status	Incomplete	Match Status	Short Supplier Name
Actions	UCOLO	03473108	CUES912971	07/26/2018	CUESNONEMP	Postable	☐	Not Applicable	LAURA

Looking up Payment Status in FIN



Looking up Payment Status in FIN

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

Home | Worklist | Add to Favorites

All | Search | Advanced Search

New Window | Help | Pers

Back To Voucher Inquiry

Business Unit UCOLO **Voucher ID** 03473108 **Invoice Number** CUES912971

Supplier Name LAURA **Supplier Location** 1

Gross Invoice Amount 52.00 **Transaction Currency** USD

Details

Personalize | Find | View All | First 1 of 1 Last

Bank SetID	Bank Code	Bank Account	Payment Reference ID	Applied Business Unit	Applied Voucher ID	Payment Date	Payment Amount	Payment Currency	Voucher Paid Amount	Payment Status
UCOLO	NRWST	REG	0003286864			07/27/2018	52.00	USD	52.00	Paid

Looking up Payment Status in FIN

Payment Inquiry Result

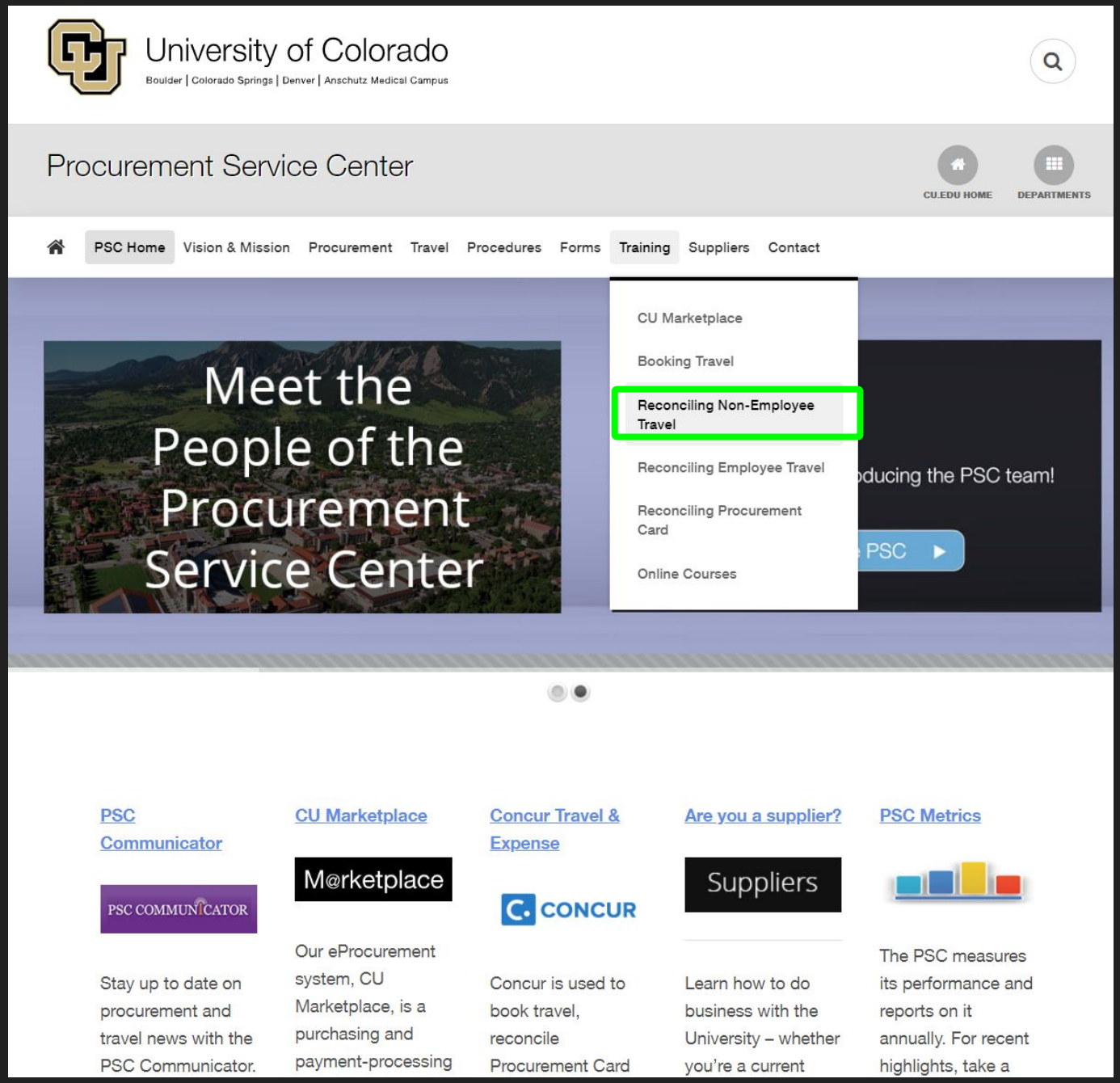
Personalize | Find | View All | First 1 of 1 Last

Payment Details | Additional Info | Supplier Details | Financial Gateway

Actions	Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Reconciliation Status	Reconcile Date
Actions	VCHR	0003286864	System Check	52.00	USD	07/27/2018	07/27/2018	Paid	Unreconciled	

Poll Question #3

Need Help?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Procurement Service Center

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PSC Home | Vision & Mission | Procurement | Travel | Procedures | Forms | Training | Suppliers | Contact

HOME | PROCUREMENT SERVICE CENTER | TRAINING | RECONCILING NON-EMPLOYEE TRAVEL

Reconciling Non-Employee Travel

General information on how to travel is available on the Travel page.

There are two ways to reimburse a non-employee: through the Concur Travel & Expense System (Concur) and through the Non-Employee Reimbursement (NR) form. For conditions on using each method, see below.

When to Use Concur for Non-Employee Reimbursement

When to Use the NR Form for Non-Employee Reimbursement

Logging into the Concur Travel & Expense System

Log in to your campus portal and on the **CU Resources Home** tab, click the **Concur Travel & Expense System** tile.

How-to Videos and Procedures

RELATED LINKS

- Watch our Webinar! (coming soon)
- Creating a Non-Employee Reimbursement Report
- Adding Meal Per Diem to Non-Employee Reimbursement Reports
- Looking Up Non-Employee Reimbursement Payments
- Looking Up Payments in the Finance System
- Non-Employee Reimbursement (NR) Form
- Travel (PSC Procedural Statement)

Concur How-to: Creating a Non-Employee Reimbursement Report

Do you need to reimburse a non-employee or student for travel or non-travel University expenses? You can use the Concur Travel & Expense System to create a Non-Employee Reimbursement report.

There are two conditions:

- the reimbursement must not be related to a Scope of Work for an independent contractor, and
- the payee must be a US citizen living in the United States.

Watch the How-to Video

Read the procedures

In the Concur Travel & Expense System, you create a Non-Employee Reimbursement report to reimburse non-employees – including students -- for travel and non-travel University expenses.

RELATED LINKS

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NEED HELP?

Finance & Procurement Help Desk

- Email: FinProHelp@cu.edu
- Voice: 303.837.2161

Resources Pages

Concur How-to: Adding Meal Per Diem to Non-Employee Reimbursement Reports

Do you need to reimburse a non-employee for meals? The Meals & Incidental Expenses Per Diem is the maximum amount allowable for meal reimbursement. Per Diem rates vary by destination and are prorated to 75% on the first and last days of a trip.

You can add Per Diem amounts to a Non-Employee Reimbursement report in the Concur Travel & Expense System.

Watch the How-to Video

Read the procedures

1. In Concur, start the non-employee reimbursement report by completing the report header, selecting Non-Employee Reimbursement as the **Policy**.
2. To add Meals - Use the expense types listed under Travel Meals. You'll see that we have 3 pairs:
   - Denver/Aurora,
   - Boulder/Colorado Springs, and
   - Other City Rate, for anywhere else
   - The 2 Colorado expense types include the maximum dollar amount in the expense type names. When you use the Other City Rate, you'll need to look up Per Diem amounts for your specific destination. Refer to the GSA website and see the Breakdown of M&IE Expenses section for important information on first and last

RELATED LINKS

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- Creating a Non-Employee Reimbursement Report
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- Voice: 303.837.2161
- Manager: Leslie Nittoli

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Concur/FIN How-to: Looking up Non-Employee Reimbursement Payments

Do you want to know the payment status of a Non-Employee Reimbursement that was processed in the Concur Travel & Expense System?

There are two ways to find out:
You can look it up in Concur or, you can look it up in the Finance System.

If the reimbursement was completed using the paper Non-Employee Reimbursement (NR) form, you can look it up in the Finance System following some different procedures.

Watch the How-to Video

Read the procedures

There are two ways to look up the payment status of a Non-Employee Reimbursement that was processed in the Concur Travel & Expense System.

Option 1 – Concur
If you created the Non-Employee Reimbursement report and want to know if it has paid, look it up in Concur.

1. In Concur, click on the **Expense** tab.
2. The next screen will default to Manage Expenses. On the right side of the screen, click on **Report Library**.

RELATED LINKS

- Watch our Webinar! (coming soon)
- Creating a Non-Employee Reimbursement Report
- Adding Meal Per Diem to Non-Employee Reimbursement Reports
- Looking Up Non-Employee Reimbursement Payments
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Questions?

Thank you!