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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.