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How well do you know the non-employee report in Concur? [1]

September 15, 2023 by Staff [2]

The *Non-Employee Expenses* report in Concur was designed for submitting and reconciling non-employee travel expenses. The form can be used for submitting group travel expenses, submitting visiting guest travel reimbursements, and more. Non-employee out-of-pocket transactions as well as Travel Card and Airfare Card transactions for appropriate non-employee expenses can be submitted on the Non-Employee report. While individual employee travel expenses should be submitted on the [Employee] Travel Reconciliation report, travel expenses paid by employees with a Travel Card (including Airfare Card charges) for other non-employees should generally be submitted on the Non-Employee Expenses report.

If you have questions about when to use the Non-Employee report, contact the Service Desk at PSC@cu.edu [3].

Concur [4]
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