

Concur How-to: Booking Non-Employee Trips ^[1]

Pre-approval is required for all non-employee travel. Approval should be obtained in writing and then provided to CBT (if booking through an agent) or attached to the Concur expense report (for non-employee reimbursements).

All domestic travel must be approved by the department.

All international travel must be approved by:

(1) the HR Manager or SpeedType approver,
(2) the appropriate Officer, and
(3) **if travelling to the following high-risk destinations:** Afghanistan, Belarus, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, China, Cuba, Democratic Republic of Congo, Eritrea, Ethiopia, Guinea, Guinea-Bissau, Haiti, Hong Kong (China SAR), Iran, Iraq, Israel, Lebanon, Liberia, Libya, Mali, Myanmar, Niger, Nigeria, North Korea, Pakistan, Palestinian Territories / West Bank and Gaza, Russia, Sao Tome and Principe, Sierra Leone, Somalia, South Sudan, Syria/Syrian Arab Republic, Taiwan, Ukraine, Venezuela, Yemen, Zimbabwe **the high-risk travel approver (Chancellor/President, or their designated travel approver). The campus high-risk approvers for international travel are:**

- Boulder Campus - Danielle Brunner (Delegate Approver for Russell Moore)
- Denver Campus - Alana Jones (Delegate Approver for Constancio Nakuma)
- Anschutz Medical Campus - Alana Jones (Delegate Approver for Donald Elliman)
- Colorado Springs Campus - Chuck Litchfield or Tom Christensen (Delegate Approver for Venkateshwar Reddy)
- System Administration - Leonard Dinegar (Delegate Approver for the CU President)

You can book travel for non-employees using the Concur Travel & Expense System (Concur) or you can enable them to book their own travel through Christopherson Business Travel (CBT).

Alternately, non-employees can make their own travel arrangements and work with the sponsor department to [request reimbursement](#) ^[2].

Note: When working with an Independent Contractor according to the [Scope of Work \(SOW\) process](#) ^[3], all costs (including any travel expenses) must be identified on the SOW form and covered using the same procurement method as the service payment.

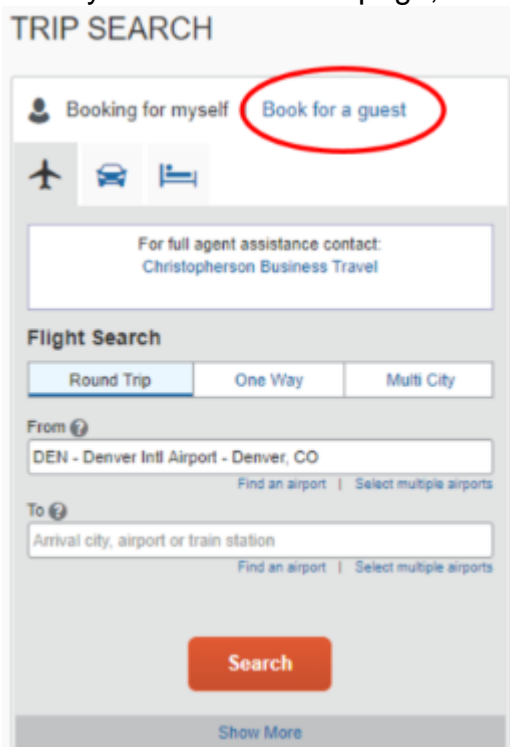
Book travel on behalf of the non-employee using Concur

If you're a travel arranger, you can use the Concur to book travel for a guest. There is no

service fee when booking airfare in Concur.

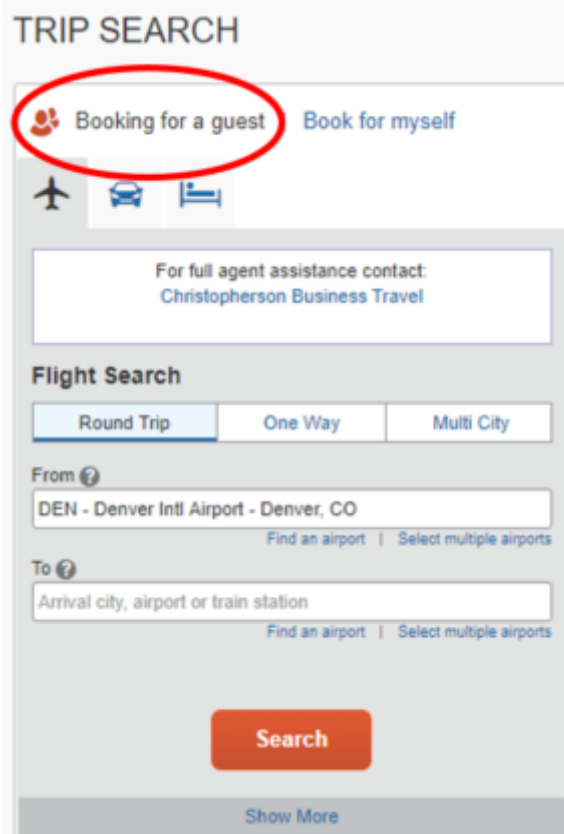
Read the procedures

1. From your Concur home page, use the Trip Search box to select **Book for a guest**.



The screenshot shows the 'TRIP SEARCH' interface. At the top, there are two buttons: 'Booking for myself' and 'Book for a guest'. The 'Book for a guest' button is circled in red. Below these buttons are icons for flight, car, and hotel. A text box indicates 'For full agent assistance contact: Christopherson Business Travel'. The 'Flight Search' section has tabs for 'Round Trip', 'One Way', and 'Multi City'. The 'From' field is set to 'DEN - Denver Intl Airport - Denver, CO' with links to 'Find an airport' and 'Select multiple airports'. The 'To' field is empty with the placeholder 'Arrival city, airport or train station' and the same links. A red 'Search' button is at the bottom, and a 'Show More' link is at the very bottom.

2. Trip Search now reflects that you are “Booking for a guest”.



The screenshot shows the 'TRIP SEARCH' interface after the selection. The 'Booking for a guest' button is now circled in red, and the 'Book for myself' button is disabled. The rest of the interface, including the flight search fields and the 'Search' button, remains the same as in the previous screenshot.

3. Enter the trip information.

You can restrict your flight search by changing the dropdowns for your depart and return. If you want to search for a rental car or a hotel after your flight search, check the boxes for **Pick-up/Drop-off car at airport** and/or **Find a Hotel**. Or you can use the designated tabs, later, to book a car or lodging. This only creates a reservation. The non-employee will need to provide a method of payment at the time of check-in/pick-up. The **Search by** dropdown defaults to sort by Schedule. You can change to sort by Fares first -- or you can keep the Schedule default and compare fares later.

4. Click **Search** and wait for your results to fully load.
5. You can use the controls on the left to tweak your search. Use the matrix at the top of your screen to narrow down results.
6. Click **Select** next to each flight you wish to book. Now you're able to see the price.
7. Click on the fare to proceed with booking your flights. You'll be taken to the *Review and Reserve Flight* page.
8. **Review Flights:** Verify flight details are correct. If you decide to change your flights, click the **Back** button at the bottom of the page.
9. **Enter Traveler Information:** You'll need the guest traveler's information, including legal name, date of birth, and gender. Be sure the traveler provides their legal name as it appears on their photo identification. They may be denied gate passage if their identification does not match the name on their ticket.

ENTER TRAVELER INFORMATION

Enter the name of the guest traveler you're booking the trip for. The guest's trip will be subjected to the "Guest Class" policy, or in its absence, the policy which applies to you. Once the trip is booked, it will show up on your Travel home page and be assigned to your account. When you view the itinerary, you will see the traveler's name on the itinerary.

Please make certain that the first and last names shown below are identical to those on the photo identification that the guest traveler will be presenting at the airport. Due to increased airport security, the guest may be turned away at the gate if the name on their identification does not match the name on their ticket.

Guest Traveler

Title *

Legal First Name *

Middle Name (on ID) *

Legal Last Name *

☐ No Middle Name

Gender *

Date Of Birth *

Select ▼

Known Traveler Number ?

DHS Redress No. ?

Phone *

Email *

Select ▼

Frequent Flyer Programs

For Delta

Delta ▼

10. **Select a Method of Payment:** This defaults to CU BTA Card, the appropriate payment method for non-employee travel.

SELECT A METHOD OF PAYMENT

How would you like to pay?

☒ Choose a credit card

CU BTA Card* (...1090) ▼ ?

* Indicates credit card is a company card

11. When you're ready to proceed, click **Reserve Flight and Continue**.
12. You'll be taken to the *Travel Details* page. Verify the details are correct, then click **Next**.

13. You may see a reminder if you haven't booked a car or hotel reservation for your trip. Click **Cancel** if you want to go back and add a car and/or hotel to this search. Click **OK** to continue with your present itinerary.
14. On the *Trip Booking Information* page, enter the SpeedType you want to use to cover the ticket costs and indicate whether or not the trip is grant funded.
15. Click **Next**.
16. Review the *Trip Confirmation* page, then click **Purchase Ticket**.
17. Upon successful ticketing, the trip will display in Upcoming Trips and will show the non-employee's name. A copy of the booking will automatically be sent to your supervisor, as well as any designated travel arrangers. A copy of the itinerary will also be sent to the traveler's email address, as entered in the Traveler Information section.
18. Once travel is complete, you can reconcile these travel expenses and request reimbursement of the traveler's other travel-related expenses following the non-employee reimbursement procedures [2].

Complete a form allowing the non-employee to book their own travel using CBT

With department approval, a non-employee can arrange their own travel by contacting a CBT agent using the non-employee travel request form. When you book airfare through CBT, a \$20 service fee will apply.

Read the Procedures

1. Before you fill out the Non-Employee Travel Request form, you will need to collect some information: SpeedType, full traveler name, email address, birth date, gender, and contact phone number.
2. Access the Non-Employee Travel Request form [4].
3. Complete the required information: **Department Requestor Contact Information**, **Custom Request Information**, and **Traveler Information**. (If using grant funds, Christopherson will share your justification with your campus sponsored project office.)
4. Indicate whether you prefer to have Christopherson contact you (the **Department Requestor**) or the **Traveler** to book the trip.
5. Review the optional **Air Request**, **Car Request**, **Hotel Request**, and **Additional Comments** sections.
6. Include any additional comments you feel appropriate. To submit the form to Christopherson Business Travel, click **SUBMIT**. A travel agent from Christopherson will contact the appropriate person (you or the non-employee traveler).

Authorize the non-employee to book travel and request reimbursement

Non-employees can make their own travel arrangements. They do not need comparison quotes from CBT in order to purchase their own airline tickets. If the trip is cancelled, for any reason, CU cannot reimburse the non-employee for the cost of airfare.

There are two ways to reimburse a non-employee: through Concur and through the Non-Employee Reimbursement-International (NRI) form. See Reconciling Non-Employee Travel [2].

Source URL:<https://www.cu.edu/psc/training/booking-travel/booking-non-employee-trips>

Links

[1] <https://www.cu.edu/psc/training/booking-travel/booking-non-employee-trips>

[2] <https://www.cu.edu/psc/training/reconciling-non-employee-travel> [3] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/scope-work-sow-independent-contractor>

[4] <https://legacy.cbtravel.com/business/request/cuttravel/>