Reconciling Non-Employee Travel [1]

General information on how to travel is available on the Travel page [2].

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

When to Use Concur for Non-Employee Reimbursement

Use the Concur Travel & Expense System for most reimbursements (travel/other) and refunds [3] to non-employees. There are two conditions for submitting these requests in Concur:

- Payee must be a U.S. person at a U.S. address. For reimbursements/refunds to non-U.S. persons or to non-U.S. addresses, use the Non-Employee Reimbursement-International (NRI) 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.

See the Non-Employee Reimbursement Expense Report Process [4] for a graphic overview of the process from start to finish.

When to Use the NRI Form for Non-Employee Reimbursement

Use the NRI form to reimburse travel/other expenses or issue refunds for non-employees when the payments are (1) to non-U.S. persons, or (2) to non-U.S. addresses.

To reimburse independent contractors, you must use the payment mechanism in CU Marketplace (Payment Voucher, Purchase Order) associated with the SOW.

Logging into the Concur Travel & Expense System

Log in to your campus portal [5] and on the CU Resources Home tab, click the Concur Travel & Expense System tile.

How-to Videos and Procedures
Creating a Non-Employee Reimbursement Report

Adding Meal Per Diem to Non-Employee Reimbursement Reports

Importing Airfare and Travel Card Expenses for Non-Employee Reimbursement Reports

Adding Attendees to Official Function Expenses

Allocating Expenses

Attaching Documents by Scan

Refunds vs. Reimbursements

Setting the Approval Flow

**Submitting Expense Reports** - The employee who creates the Non-Employee Reimbursement report submits the report for approval. The non-employee (payee) is understood to certify to the accuracy of the reimbursement when he or she provides the documentation of expenses to the employee.

**Looking Up Payment Status**

Looking Up Non-Employee Reimbursements in Concur

Looking up Non-Employee Reimbursements in the Finance System

Looking up Non-Employee Reimbursement - International (NRI) Forms in the Finance System

Source URL: https://www.cu.edu/psc/training/reconciling-non-employee-travel

Links
[3] https://www.cu.edu/psc/refunds-vs-reimbursements
[10] https://www.cu.edu/psc/concur-how-allocating-expenses
[12] https://www.cu.edu/psc/training/reconciling-concur/setting-approval-flow