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 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