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 [4]
Adding Meal Per Diem to Non-Employee Reimbursement Reports [6]

Importing Airfare and Travel Card Expenses for Non-Employee Reimbursement Reports [7]

Adding Attendees to Official Function Expenses [8]

Allocating Expenses [9]

Attaching Documents by Scan [10]

Refunds vs. Reimbursements [3]

Setting the Approval Flow [11]

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 [12]

Looking up Non-Employee Reimbursements in the Finance System [13]

Looking up Non-Employee Reimbursement - International (NRI) Forms in the Finance System [14]

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

Links
[3] https://www.cu.edu/psc/refunds-vs-reimbursements
[8] https://www.cu.edu/adding-attendees-official-function-expenses
[9] https://www.cu.edu/psc/concur-how-allocating-expenses
[10] https://www.cu.edu/psc/training/attaching-documents-scan