

## **Reconciling Non-Employee Travel** <sup>[1]</sup>

General information on how to travel is available on the [Travel page](#) <sup>[2]</sup>.

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 <sup>[3]</sup> 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](#) <sup>[4]</sup> 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](#) <sup>[5]</sup> 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](#) <sup>[4]</sup>

[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]

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

## **Links**

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

[2] <https://www.cu.edu/psc/travel>

[3] <https://www.cu.edu/psc/refunds-vs-reimbursements>

[4] <https://www.cu.edu/psc/concur-how-creating-non-employee-reimbursement-report>

[5] <http://my.cu.edu>

[6] <https://www.cu.edu/psc/concur-how-adding-meal-diem-non-employee-reimbursement-reports>

[7] <https://www.cu.edu/psc/concur-how-importing-airfare-and-travel-card-expenses-non-employee-reimbursement-reports>

[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>

[11] <https://www.cu.edu/psc/training/reconciling-concur/setting-approval-flow>

[12] <https://www.cu.edu/psc/concur-how-looking-non-employee-reimbursements>

[13] <https://www.cu.edu/controller/fin-how-looking-non-employee-reimbursements>

[14] <https://www.cu.edu/controller/fin-how-looking-pas-and-nris>