Reconciling Non-Employee Travel [1]

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

The Non-Employee Expense report in Concur can be used for reconciling non-employee travel expenses as well as for reimbursing and refunding non-employees. Airfare card and travel card expenses can be reconciled in Concur for all transactions for non-employees on the Non-Employee Expense report.

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 [3]. 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 [4] to non-employees. There are two conditions for submitting these 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 [3].
- 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 [5] 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 [6] 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** [5]
- **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** [4]
- **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**