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
[1] https://www.cu.edu/psc/training/reconciling-non-employee-travel [2] https://www.cu.edu/psc/travel
[3] https://www.cu.edu/psc/forms/non-employee-reimbursement-nr [4] https://www.cu.edu/psc/refunds-vs-reimbursements [5] https://www.cu.edu/psc/concur-how-creating-non-employee-reimbursement-report
[6] http://my.cu.edu [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