The Non-Employee Expense report in Concur can be used for reconciling most non-employee travel expenses as well as for reimbursing and refunding non-employees.
Policies and Procedures

- PSC Procedural Statement: Travel
- APS 4024 - Travel Authorization Policy
- Finance Procedural Statement: Alcoholic Beverages Purchased for University Events
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications
- Finance Procedural Statement: Sensitive Expenses
- Finance Procedural Statement: Official Functions

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Procurement Service Center

Source URL: https://www.cu.edu/psc/travel/returning-travel

Links
[1] https://www.cu.edu/psc/travel/returning-travel
[7] https://www.cu.edu/psc/forms/cash-advance-setup-cas
[8] https://www.cu.edu/psc/roles-and-responsibilities-0
[10] https://www.cu.edu/psc/paying/non-purchase-order-payments
[16] https://pschelp.cu.edu/s/article/Concur-Request-Attaching-Documents
[17] https://pschelp.cu.edu/s/
[18] https://www.cu.edu/psc-procedural-statement-travel
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