

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

Non-employee travel expenses can be reimbursed through the Concur Travel & Expense System (Concur) or through the Non-Employee Reimbursement-International (NRI) form <sup>[2]</sup>.

When an employee prepares a Non-Employee Expense report in Concur or a Non-Employee Reimbursement International (NRI) form, it is the employee's responsibility to ensure the travel expenses submitted for reimbursement are appropriately documented and aligned with the university's travel policy <sup>[3]</sup>. Every expense submitted must include an explanation of the business purpose of the expense. Non-employees are expected to follow the same travel policy and procedure as employees traveling for university business. Non-employees can purchase airfare outside the travel program, but other travel policy violations could result in the report or form being returned to the submitting employee for correction.

To reimburse independent contractors for any costs associated with an SOW, refer to the Employee Services page on Hiring an Independent Contractor <sup>[4]</sup>.

When non-employee travel expenses include payments made in other (non-USD) currencies, the exchange rate and any associated fees must be documented as part of the reimbursement request. When submitting in Concur, the built-in currency converter will assist with processing each transaction appropriately. When submitting on an NRI form, a currency conversion site such as Oanda <sup>[5]</sup> should be used to document each transaction reimbursed on the form. The calculation must be backdated to the date the expense was incurred, and there must be a separate conversion document included for each transaction in the report.

### **When to Use Concur for Non-Employee Travel Expenses**

The Non-Employee Expenses report in Concur can be used for reimbursing and reconciling most non-employee travel expenses and processing refunds to non-employees. Airfare card and travel card expenses related to non-employee travel **can** be reconciled in Concur on the Non-Employee Expenses report.

There are two conditions that must be met to submit non-employee travel expenses and/or non-employee refunds in Concur:

- Payee must be a U.S. person with a U.S. address.
- The travel expense reimbursement must not be related to a Scope of Work (SOW) for an independent contractor <sup>[4]</sup>.

**Note:** If the trip is canceled, for any reason, CU cannot reimburse the non-employee for the cost of airfare. Credits issued for airfare paid directly by CU will be retained by the university for use by the campus department for future travel as available.

### **When to Use the Non-Employee Reimbursement International (NRI) Form for Non-Employee Travel Expenses**

The NRI form is used to reimburse travel expenses to non-employees in limited situations where:

- The payee is a non-U.S. person; and/or
- The payee does not have a U.S. address.

**Note:** If the trip is canceled, for any reason, CU cannot reimburse the non-employee for the cost of airfare. Credits issued for airfare paid directly by CU will be retained by the university for use by the campus department for future travel as available.

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## Resources

- [Travel FAQ](#) [6]
- [Access Concur via your campus portal](#) [7]
- [Non-Employee Reimbursement-International \(NRI\) form](#) [2]
- [Official Function Form](#) [8]
- [Cash Advance Set Up Form](#) [9]
- [Card Holder Roles and Responsibilities](#) [10]
- [Travel Card Handbook](#) [11]
- [Oanda Currency Converter](#) [5]
- [Travel Support and Experience Form](#) [12]

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- [Concur Expense: Reconciling Non-Employee Travel](#) [14]
- [Concur Expense: Importing Airfare and Travel Card Expenses into Non-Employee Expense Reports](#) [15]
- [Concur Expense: Meals for Non-Employees](#) [16]
- [Concur Expense: Allocations](#) [17]
- [Concur Expense: Attaching Documents Using the Available Receipts Section](#) [18]
- [Concur Expense: Adding an Attendee](#) [19]
- [CU Travel: Booking Non-Employee Travel](#) [20]
- [Payment Status: Looking Up Non-Employee Reimbursements in FIN](#) [21]
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## Policies and Procedures

- [PSC Procedural Statement: Travel](#) [3]
- [APS 4024 - Travel Authorization Policy](#) [24]
- [Finance Procedural Statement: Alcoholic Beverages Purchased for University Events](#) [25]
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) [26]

- [Finance Procedural Statement: Sensitive Expenses](#) [27]
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Procurement Service Center

**Source URL:** <https://www.cu.edu/psc/travel/returning-travel/non-employee-travel-expense-processing>

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 [2] <https://www.cu.edu/psc/forms/non-employee-reimbursement-nr> [3] <https://www.cu.edu/psc-procedural-statement-travel> [4] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-campuses/hire-independent-contractor-scope-work> [5] <https://www.oanda.com/currency-converter/en/?from=EUR&to=USD&amount=1> [6] <https://pschelp.cu.edu/s/frequently-asked-questions> [7] <http://my.cu.edu/> [8] <https://www.cu.edu/psc/forms/official-function>  
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