

## Returning from Travel <sup>[1]</sup>



**Employee  
Travel Expense**

— Employee Travel Expense  
Processing [2]

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.  
[3]

# Employee Expense Processing

[Concur portal](#) [4]

[Non-International \(NRI\) form](#) [5]

[Responsibilities](#) [8]

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[Reimbursement of Airfare and Travel Card Expenses into Non-Employee](#)

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[Submitting and Forwarding a Request](#) [15]

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# Policies and Procedures

- [PSC Procedural Statement: Travel](#) <sup>[18]</sup>
- [APS 4024 - Travel Authorization Policy](#) <sup>[19]</sup>
- [Finance Procedural Statement: Alcoholic Beverages Purchased for University Events](#) <sup>[20]</sup>
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) <sup>[21]</sup>
- [Finance Procedural Statement: Sensitive Expenses](#) <sup>[22]</sup>
- [Finance Procedural Statement: Official Functions](#) <sup>[23]</sup>

[VIEW ALL PROCEDURES](#) <sup>[24]</sup>

## Groups audience:

Procurement Service Center

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

## Links

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