

Concur Guide for Non-Foreign, Non-Employee Travel

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This guide applies to the following types of non-employee travel:

- 1) Employee Recruitment/Interview Candidates
- 2) A person traveling to do work on behalf of the university/non-Concur profiled users
- 3) Students traveling to conferences or other events

****If a student is traveling with an employee and the student will not be reimbursed for *any* travel expenses meaning that the employee is paying for *everything*, then the student will not need to fill out a Vendor 204 Form and the Payments to Students form is not needed. The students' travel expenses will be included in the employees' expense report and be processed as a group travel trip through Concur. Do not proceed further.**

A profiled Concur user (employee*) will prepare and submit requests and expense reports on behalf of the non-employee/student within the Concur system.

*Only department support staff or managers should be processing non-employee travel through Concur.

Non-Employee travel adheres to the [CSU Travel Policy & Procedures](#). For more details, please refer to the Policies section on the [Concur Travel](#) webpage. Additional guidelines and resources for Non-Employee travel can be found under "[Requesting University & Non-Employee Travel Reimbursement](#)."

TRAVEL REQUEST

Creating a Travel Request

Step 1:

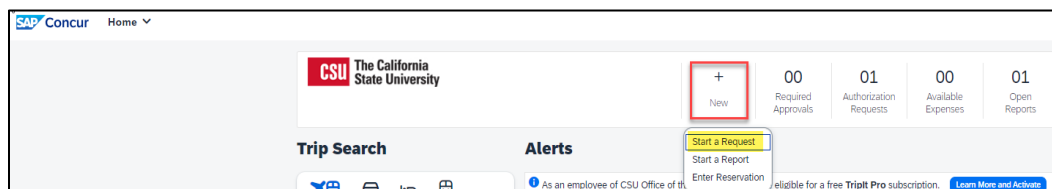
The non-employee/student will need to have a supplier ID on file. If needed have them fill out the [Vendor 204 Form](#) so a supplier file can be created. A supplier ID is required for all payment situations (University direct billed or reimbursement). Any questions regarding the supplier ID should be directed to vendordatarecord@csus.edu.

Step 2: For student travelers only. If not, skip to Step 3.

The person processing the travel for the student will need to complete a [Payments to Students Form](#) to obtain approval to reimburse the student. The approved Payments to Students Form will need to be attached to the student's travel request and expense report within Concur. For more information on this process, please go to the [Accounting Services](#) web page and click on the [Payments to Students link](#). ***NOTE: This step must be completed before any costs are incurred by the University.**

Step 3: Once the above steps are completed, log into Concur to start a Request.

➤ Hover over **+New** and click **Start a Request**.



- Change the Request Policy to ***CSU Non-Employee Request Policy**.

- Under **Non-Employee Name** field, choose Either in the dropdown and **type the asterisk symbol (wildcard) "*" before the individual's last name or first name** to filter your selection. Make sure that person is associated with the Sacramento campus (SA). Then select the correct individual.
 - If you are not able to find the supplier ID in Concur, email vendordatarecordform@csus.edu and ask for the non-employee to be added to Concur.

- Under **Request/Trip Name**: Enter individual's last name, first name and the event name. See example below. If the traveler will be attending the same event on different dates, then add the date to the request name for identification purposes. Please be aware there is a limited number of characters for this field, so do your best to enter information that will identify the traveler and trip information.

- Continue filling out Request Header information with Trip Type, Travel Start/End dates, Traveler Type, etc.

- Make sure to enter the correct Chart Field information for the appropriate funding source.
 - **For UFSS funds- use Fund: MDR01 and corresponding Class code along with Dept ID.**
 - **For Students -make sure the chart string is the same as on the Payment to Students form.**

- Once the Request header information is populated, click **Create Request**.
- Enter the estimated Request amount by adding the expected expenses. Click **Add**, enter an estimate amount for any expenses the traveler is going to have...Airfare, Hotel/Lodging, Car Rental, Ground Transportation, Per Diem, etc. and save after each expense is created.
 - ***Note- The total estimated request amount must not exceed the max allowable funding limit.**

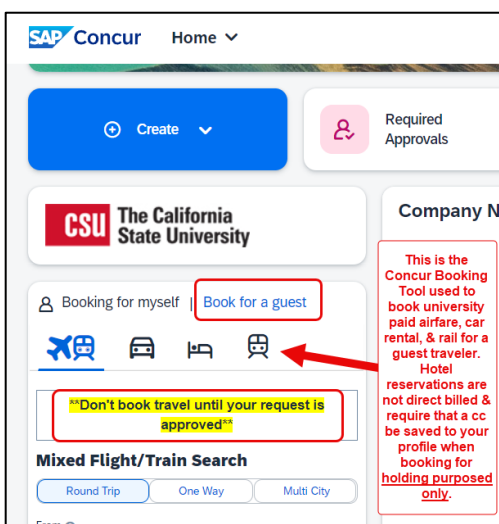
- Attach any documentation needed (an agenda is required for a conference, meeting, or interview) under the **Attachments > Attach Documents** link.

- Once you have completed filling out the request information, click on **Submit Request**.
 - An automated email notification will be sent to you once the request is approved. **Please note: the traveler will not receive any Concur email notifications.**

Booking Travel

Once the request is approved, the employee may start booking trips for the non-employees, if needed.

- **A non-employee will be responsible for covering the cost of their travel arrangements if they choose to add personal days of travel along with business days.**
 - The following items will be required for reimbursement.
 - Cost comparison for business travel dates only.
 - Itemized receipt & proof of payment.
 - **Employees (faculty or staff) are not allowed to pay for non-employee travel unless authorized to do so by Travel. If you have any questions, please contact [Travel](#).**
 - **An approved Request ID # from Concur will be needed to book travel arrangements.**
- Flights and car rentals should be booked by calling Christopherson Business Travel (CBT) at 1-855-993-0939 or emailing them at trips@cbtravel.com.
- **For Frequent Non-Employee Travel Arrangers:**
 Employees who frequently arrange travel for non-employees can be granted permission to book directly in Concur. To obtain this access, please email Travel at travel@csus.edu to request Guest Booking permission. Once approved, the “Book for a guest” link will appear on the Concur homepage.



- **Airfare:**
 Paid by the University Ghost Card when booked through CBT or Concur and must be included on the expense report for the non-employee (post travel). **Refundable airline tickets must** be purchased for non-employee travel as this reduces the overall liability for the University.
- **Car Rental:**
 Paid by the University Ghost Card when booked directly with Christopherson (CBT) or within Concur and must be included on the expense report for the non-employee (post travel). Please provide a memo to the non-employee granting them use of the CSU Enterprise contract.

➤ Hotel Reservations:

The hotel *must* be booked outside of Concur by the non-employee. If the department wants to pay for this cost, then a PO must be set up, and the University will pay the cost via an invoice.

- The non-employee may pay out of pocket for any of their travel expenses and request reimbursement. However, please make them aware of the expenses that are not allowable (seat assignments/upgrades, upgraded airfare from economy, fees for early registration, room upgrades, rental car class above intermediate, insurance, etc.).
 - Meal & incidental per diem rate for a non-employee is \$68 (\$51 for the first/last day of travel).

EXPENSE REPORTS

Creating an Expense Report

Once the individual returns from their trip, the employee must prepare the Expense Report. Navigate back to the approved Request and click **Create Expense Report**.

- The [Non-Employee Travel Expense Worksheet](#) is a helpful tool to use when organizing and calculating the non-employees' expenses before you put them into Concur. It can be found in the ABA Forms in the Accounts Payable & Travel section. The worksheet is especially helpful for calculating per diem when meals were provided. Please see the sample below:

Travel Claim Worksheet

8/8/2024

Name:

Travel Purpose:

Supplier ID:

Travel Start Date:

Travel End Date:

Instructions: Enter the values into the beige colored fields. When available, select from the drop-down options. Enter all values in US Dollars. For more details, refer to the Instructions tab.

Initial to validate that all expenses on this form are true and correct and that you will not be seeking reimbursement from another source.

Location (Only Enter Lodging Destinations)

Max Per Diem

Alaska/Hawaii (DoD) or International Rates (State Dept)

Vehicle License Plate #:

Amount Due to Traveler **\$119.50**

Number of days between start and end date (0) don't match the number of dates being claimed below (3)

TOTALS:																	
						\$119.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$119.50	\$0.00			
Location	Rate Type	Notes (optional)	Rate Type	Travel Date	Personal Day? Yes = 1	# Provided Breakfasts	# Provided Lunches	# Provided Dinners	M&IE Total	Airfare*	Lodging*	Miles*	Ground Transport*	Car Rental*	Business Expense*	Total	University Paid*
Long Beach	First/Last Day Per Diem		\$44.25	10/15/2024	0	0	0	0	\$44.25							\$44.25	\$0.00
Long Beach	Full Day Per Diem		\$59.00	10/16/2024	0	0	1	0	\$44.00							\$44.00	\$0.00
Long Beach	First/Last Day Per Diem		\$44.25	10/17/2024	0	1	0	0	\$31.25							\$31.25	\$0.00
			\$0.00		0	0	0	0	\$0.00							\$0.00	\$0.00

- Navigate to the Report Header by clicking on the **Report Number** or going to Report Details> Report Header. Under Business Unit enter **SACST**. Click on the drop-down arrow to change the search criteria from Text to Either. Use the wildcard (*) and **Non-Employee Name** or **Supplier ID#** to find the name of the individual. Review the rest of the header information and click **Save**.

The first screenshot shows the top navigation bar with 'Not Paid | Report Number: S4H5FO'. Below it, a dropdown menu is open, showing 'Report Details', 'Print/Share', and 'Report Header' (which is highlighted with a red box). The second screenshot shows two search criteria pop-ups. The first, 'Business Unit for Supplier', has 'Text' selected and 'sacst' entered. The second, 'Non-Employee Name', has 'Either' selected and '*sarah' entered. A red arrow points to the search results for the second pop-up, which show '(SACST-0000103965) ALLISON,SARAH' and 'SARAH.ALLISON828@GMAIL.COM'.

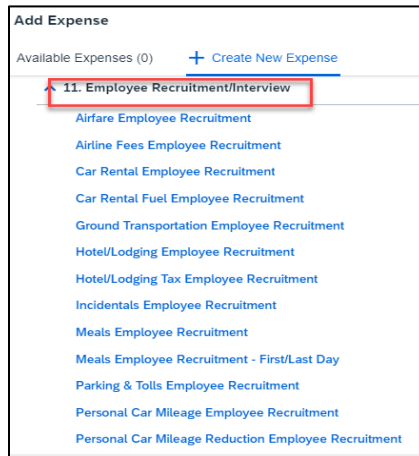
- Add the expenses for the trip in Concur by clicking **Add Expense** for each expense that needs to be added. If airfare*, rail or car rental was booked via Concur, please add the credit card expenses found under **Available Expenses**. *Note: Airfare will have two transactions, airfare and an agent fee.

Add Expense to Report							
Create New Expense		Select Available Expenses (11)					
<input type="checkbox"/>	Payment Type↓	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Amount↓↑	
<input type="checkbox"/>	*Ghost Card-USBank	Corporate Card	Airfare	SOUTHWES 5267230660092	02/06/2025	\$383.94	...
<input type="checkbox"/>	*Ghost Card-USBank	Corporate Card	Airfare	AGENT FEE 8900896557019	02/06/2025	\$17.00	...

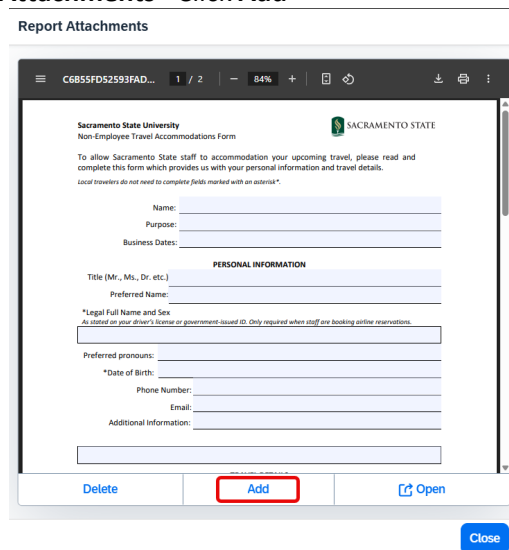
- If any expenses are paid via a P-Card, IFT or PO, please add them to the Expense Report and change the **Payment Type** to **University Paid**.
- There is no Travel Allowance feature (for meal per diem) for non-employee travel. Use Meals & Incidentals, and Meals & Incidentals-First/Last Day to enter the daily per diem. Enter the amounts from the Non-Employee Travel Expense Worksheet.

The screenshot shows the 'Add Expense to Report' form. It has two tabs: 'Create New Expense' and 'Select Available Expenses (0)'. Below the tabs is a search bar with the text 'Search'. Underneath the search bar, it says 'Search by expense type, category, description'. There is a dropdown menu showing '04a. Meal & Incidentals Per Diem'. Below this, there are two options: 'Meals & Incidentals' and 'Meals & Incidentals - First/Last Day'. Both options are highlighted with a red box.

- For Interview/Recruitment travel, please select expenses under section 11. **Employee Recruitment/Interview**. Meal Per diem for Interview, use Meals Employee Recruitment and Meals Employee Recruitment-First/Last Day.



- Attach any documentation needed (an agenda is required for a conference, meeting, or interview) under the link **Manage Receipts > Manage Attachments> Click Add**



Once the Expense Report is completed, the report can be submitted by clicking on the blue **Submit Report** box in the top right corner.

The Expense Report will route to the Budget Approver of the chart string indicated on the Expense Report and Employee's Reports To Approver.

Once AP&T receives the Expense Report and it is fully audited, an email notification will be sent to Employee indicating Expense Report has been Sent for Payment. The non-employee will receive the reimbursement via check in the mail to the address indicated in their supplier file. If the address needs to be updated, please contact us at vendordatarecord@csus.edu to update the address.

For assistance or if you have questions on this process, please email: travel@csus.edu.