GUEST TRAVEL

Guests relate to:
- Student Workers (Grad Assistants)
- Emeriti
- Corporate Employees
- Speakers
- Affiliates
- Board of Trustees Members
- Consultants
- Contractors
- Visitors
- Recruits (Student and Employee)

Then decide if:

Using Concur

- Profiled guest allows booking and reimbursement much like the employee work flow scenario (AP vendor code needed). Profiled Guest is recommended if reimbursement will be more than 5 times a year. To have a Concur Profile Created and/or get a Vendor ID please complete the request form located on the Travel Resource Office

- Non-profiled guest allows reimbursement (AP vendor ID needed)

- Non-profiled guest allows booking if begun in Concur Travel (AP vendor ID needed if reimbursement will occur)

Not Using Concur

- Guest arranging their own travel

- Reimbursing guest less than 5 times a year

- Use existing hard copy paper AP processes with no P-Card transactions. Please refer to the AP transition to Concur document (If P-Card is used, UC Employee must use Concur to submit expense report for those transactions)
Profiled Guest scenarios

Click on a scenario below for step-by-step instructions

1. No reimbursement to Profile Guest

2. Some reimbursement to Profile Guest and some expenses purchased on UC employee’s p-card

3. All expenses reimbursed to Profile Guest

Non-Profiled Guest scenarios

Click on a scenario below for step-by-step instructions

1. No reimbursement to Non-Profiled Guest

2. Some reimbursement to Non-Profiled Guest and some expenses purchased on UC employee’s p-card

3. All expenses reimbursed to Non-Profiled Guest