

Guest Reimbursements Guide

This guide details the different situations in which a guest is reimbursed by UC, including who is considered a guest, and the appropriate process to follow based on each situation.

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Guest Details

The following types of person are considered a guest in Concur:

- Adjunct faculty
- Affiliated staff
- Board of Trustees members
- Consultants
- Contractors
- Emeriti faculty
- Recruits (student and employee)
- Speakers
- Student workers (e.g. graduate assistants)
- Visitors

Guest with a Concur Profile

If someone in one of the above categories is reimbursed regularly (>5 times/year), it may be best to set them up with a manually created Concur profile so that they can log in and create their own travel requests and bookings and expense reports. To request a profile, submit a [Concur Guest Profile Request form](#).

Once the guest has a Concur profile, they should log in and follow the standard processes for creating travel bookings, requests, and expense reports.

If another user wishes to handle the process for them, they must be made a delegate for the user. As a delegate, they must act on behalf of the user's profile. Delegates cannot submit an expense report, and the user will need to log in for the final review and submission.

Guest with a Vendor ID but Without a Concur Profile

Guests in some of the above categories may have a vendor ID already set up because of their employment, though they lack a Concur profile, and those that do not can have one created by Accounts Payable if they are reimbursed regularly (>5 times/year). The existence of a vendor ID allows another user to submit an expense report to reimburse the guest without having to enter all their payment details on every expense report. These guests do not have Concur access.

To confirm a guest's current vendor ID number or to have one created, please contact [Accounts Payable](#).

Reimbursing a Guest with a Vendor ID but no Concur Profile

1. Create a new expense report
2. In the Policy field, select "*UC-Guest Expense Policy"

The screenshot shows the 'Create New Report' form. The 'Policy' dropdown menu is open, and the option '*UC-Guest Expense Policy' is selected. A red arrow points to this option. Other fields visible include 'Report Name', 'Report Start Date', 'Report End Date', and 'Report Purpose'.

3. In the Report Purpose field, select "Non-Profiled Guest/Paper TA" if the trip involved at least one overnight stay or "Mileage, Non-overnight or Local" if the guest's visit was non-overnight
4. In the "Does the traveler have an A.P. Vendor ID?" Field, select "Yes"
5. In the "Guest Vendor list" field, find and select the guest's vendor ID

The screenshot shows the 'Does the traveler have an A.P. Vendor ID?' field set to 'Yes'. The 'Guest Vendor list' field is open, showing a search bar and a list of vendor IDs. The list includes: (0000702199) 176 W. MCMILLAN, LLC; (0000701068) 86 MINISTRIES; and (0000536306) AVANIL LATEFH.

6. Complete the remaining Report Header fields
7. To the question "Are you receiving Per Diem for Meals on this trip?" select "No, I do not want to claim Travel Allowance"
 - a. To reimburse guests for per diem, an expense must be manually added to the expense report under the expense type "Guest Daily Per Diem"
 - b. The user will need to enter the [GSA per diem rate](#) as applicable
8. Click *Create Report*

9. Attach the paper travel authorization for the guest's trip by clicking *Manage Receipts > Manage Attachments* and using the upload function
10. Once all of the expenses have been added to the report, click *Submit Report* to send it for approval. Once approved, payment will be issued to the guest

Please note: If the traveler requires payment in a foreign currency, please contact [Accounts Payable](#). When completing the Report Header, in the "Reimbursement sent to a foreign bank (US or non US currency)?" field, select "Yes" and enter the type of currency in the "Reimbursement Currency" field. The user will also need to attach a completed Wire Form to the report in order to complete the foreign currency payment.

Non-Profiled, No-Vendor-ID Guests

Guests without a vendor ID or Concur profile must have their payment details entered on the expense report by the UC user processing an expense report for the guest's reimbursement. The guest has no access to Concur, and they will only be reimbursed once or infrequently (<5 times/year).

Reimbursing a Guest without a Vendor ID nor a Concur Profile

1. Create a new expense report
2. In the Policy field, select "*UC-Guest Expense Policy"

Create New Report

Create From an Approved Request

Report Name *

Report Start Date

Report End Date

Policy *

- *UC-General Expense Policy
- *UC-General Expense Policy
- *UC-Guest Expense Policy

Report Purpose

3. In the Report Purpose field, select "Non-Profiled Guest/Paper TA" if the trip involved at least one overnight stay or "Mileage, Non-overnight or Local" if the guest's visit was non-overnight
4. In the "Does the traveler have an A.P. Vendor ID?" Field, select "No"
5. Complete the following guest details fields: "Name of the person to reimburse," (please enter Last Name, First Name of the guest), "Address 1," "Address2" (if applicable), "City," "State," and "Zip"

Does the traveler have an A.P. Vendor ID?

Reimbursement sent to a foreign bank (US or non US currency)?

Name of the person to reimburse

Address 1

Address 2

City

State

Zip

6. Complete the remaining Report Header fields
7. To the question “Are you receiving Per Diem for Meals on this trip?” select “No, I do not want to claim Travel Allowance”
 - a. To reimburse guests for per diem, an expense must be manually added to the expense report under the expense type “Guest Daily Per Diem”
 - b. The user will need to enter the [GSA per diem rate](#) as applicable
8. Click *Create Report*
9. Attach the paper travel authorization for the guest’s trip by clicking *Manage Receipts > Manage Attachments* and using the upload function
10. Once all of the expenses have been added to the report, click *Submit Report* to send it for approval. Once approved, payment will be issued to the guest

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