Guest Policy Reimbursements

Guests relate to:

- Student Workers (Grad Assistants)
- Emeriti
- Corporate Employees
- Speakers
- Affiliates

- Board of Trustees Members
- Consultants
- Contractors
- Visitors
- Recruits (Student and Employee)

• Having a Profiled Guest allows booking and reimbursement much like the employee workflow 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 UC’s Central Travel Resource webpage.

• Non-profiled Guest only obtain a Concur Travel Request if booking begins in Concur Travel.

• Guest arranging their own travel or if booking outside of Concur still follow the Travel Policy and the requirement of having an approved Paper Travel Authorization.

Guides to follow for Guest Scenarios

• Profiled Concur Guest

• Non-Profiled Guest with a Vendor ID

• Non-Profiled One Time Guest Reimbursement (no vendor ID)
**Profiled Concur Guest**

Applies to any Non UC Employee (student workers, emeriti, corporate employees, speakers, affiliates, consultants, visitors, recruits, etc.) or who has had a Concur Profile created under the Guest Policy.

1. While acting as their Delegate, proxy into the Guest’s Profile.

2. Create an Expense Report and confirm the Report is in the **Guest Policy**

3. Answer **YES** to the Question: *Does the traveler have an A.P. Vendor ID?* By doing so, this will prompt the Guest Vendor ID List drop down box.

4. Select the Travelers Guest Vendor ID from list. Selecting your search method of the Radio options from TEXT, CODE or Either. When searching for the Vendor ID number by TEXT, place 4 leading zeros prior to their 6 digit ID number. Example 0000500000. Select the populated result by clicking on the highlighted display.
5. Complete all required fields on the Report Header, click **Next**.

6. Complete the expense report as required, and click **Notify User** once the report is ready for submission.

Please NOTE:

- If the traveler requires a **Foreign Currency** paper check please contact **Accounts Payable** at 513-556-6746. When completing the Report Header, Answer, **Yes** to **Does this Guest require reimbursement in foreign currency**? Enter the UC DEPARTMENT ADDRESS and then AP will need to obtain actual mailing address or **banking for foreign wire**.
Non-Profiled Guest with a Vendor ID

Non-UC Employee who does not have an active Concur Profile. To confirm the guest’s current Vendor ID number, please contact Accounts Payable at 513-556-6746.

1. In your Concur Profile create an Expense Report and change the report policy to Guest.

2. Select Non Profiled Guest/Paper TA for the REPORT PURPOSE.

3. Answer Yes to the Question: Does the traveler have an A.P. Vendor ID?

4. Select the Travelers Guest Vendor ID from list. Selecting your search method of the Radio options from: TEXT, CODE or Either. When searching for the Vendor ID number by TEXT, place 4 leading zeros prior to their 6 digit ID number. Example 0000500000. Select the populated result by clicking on the highlighted display.

5. Complete all required fields on the Report Header, click Next.
6. Answer No to the Travel Allowance Question: Are you Traveling overnight and receiving per diem for Meals. * Guests are to use the Expense Type, Guest Daily Per Diem.

7. Attach the Paper TA at the Report Header by clicking on Receipts > Attach Receipt Images.

8. Click Submit, once the report has been completed.

Please NOTE:

- Non Profiled Guest are unable to utilize the Travel Allowance Meals Per Diem Functionality injunction within Concur. Instead select the Expense Type; Guest Daily Per Diem. This expense type will require the entry of the daily GSA M&IE rate from the GSA.GOV website.

- If the traveler requires a Foreign Currency paper check please contact Accounts Payable at 513-556-6746. When completing the Report Header, Answer, Yes to Does this Guest require reimbursement in foreign currency? Enter the UC DEPARTMENT ADDRESS and then AP will need to obtain actual mailing address or banking for foreign wire.
Non-Profiled One Time Guest Reimbursements
Non-Profiled Guest without a Vendor ID, reimbursed less than 5 times per year.

1. In your Concur Profile create an Expense Report and change the report policy to Guest.

2. Select Non Profiled Guest/Paper TA for the REPORT PURPOSE.

3. Answer NO to the Question: Does the traveler have an A.P. Vendor ID?

4. Complete the following 6 fields: Name of the person to reimburse (please enter Last Name, First Name of the Guest), Address, City, State, and Zip.

5. Complete required fields on the Report Header, click Next.
6. Answer NO to the *Travel Allowance Question: Are you Traveling overnight and receiving per diem for Meals.* *Guests are to use Expense Type, Guest Daily Per Diem.*

![Image of Concur travel allowance interface]

7. Attach the Paper TA at the Report Header by clicking on **Receipts > Attach Receipt Images.**

8. Click **Submit**, once the report has been completed.

**Please NOTE:**

- Non Profiled Guest are unable to utilize the Travel Allowance Meals Per Diem Functionality injunction within Concur. Instead select the Expense Type; Guest Daily Per Diem. This expense type will require the entry of the daily GSA M&IE rate from the [GSA.GOV website](https://www.gsa.gov).

- If the traveler requires a **Foreign Currency** paper check please contact [Accounts Payable](mailto:accounts payable@uc.edu) at 513-556-6746. When completing the Report Header, Answer, **Yes** to *Does this Guest require reimbursement in foreign currency?* Enter the UC DEPARTMENT ADDRESS and then AP will need to obtain actual mailing address or [banking for foreign wire](https://www.uc.edu).
If you have additional questions regarding Guest Reimbursement, please contact Accounts Payable at 513-556-6746 or email APTandETeam@ucmail.uc.edu

Related Links:

- Accounts Payable/Accounting Resource Center
- Entertainment Expenses
- Federal Per Diem (per person per day rates)
- Meal Expenses Policy
- Travel Policy
- Treasury Operations Foreign Payment Wire Transfer
- Treasury Payee Bank Instructions
- UC’s Central Travel Resources