

Job Aid: Guest & Non-Employee Pre-Travel Instructions (1 of 2)

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This aid will go over what departments will need to do before a guest/non-employee expense report is submitted that includes reimbursements.

*If the guest is not seeking any reimbursements, please use the ***UMD Travel & Hosting** expense report type. You will not need to create a vendor ID since there are no reimbursements to the guest/non-employee.

1. Department creates a Box folder for the Guest/Non-employee to submit sensitive data to. The link below will outline how to request a Box Group account from DIT if needed.
 - a. <https://itsupport.umd.edu/itsupport/en?id=service&service=02edfc3f3708c20041271f9543990e5b>
2. Department requests secure submission of Guest Traveler's W-8/W-9 via Box
3. Department downloads the W-8/W-9 to attach to Vendor record
4. Department creates a DV vendor request in KFS attaching W-8/W-9 in Notes and Attachments
 - a. **International guests or US citizens that have an international address** – Email systemcontrol@umd.edu with the subject line, "FOREIGN VENDOR NUMBER REQUEST" along with the W8/W9 and the wire transfer form
5. The Vendor record routes to Accounts Payable for review and approval
6. For security reasons, department staff **must** delete the W-8/W-9 from their computer
7. AP approves the Vendor request and the Vendor ID is created
8. Daily feed is sent from KFS to Concur
9. Department completes the Guest Expense Report using the job aid linked below
 - a. [Guest/Non-Employee Expense Report](#)
10. Once the expense report is fully approved, the department follows steps outlined in the **Post-Expense Report** job aid