## Job Aid: Guest/Non-Employee Expense Report

Copy Request

## How to create an Expense Report for a Guest/Non-employee

Non-employees consist of guests and non-employee students. Non-employees <u>do not have access</u> to UMD's Concur system. <u>Non-employee data must be entered into the Financial System for reimbursement</u> <u>purposes</u>. An employee of UMD must create the travel request, or an expense report, for these guests. When adding expenses, some fields will already be pre-populated with information from your request. Please double check this information and fill in any other necessary fields. Use this expense report for guests, non-employees and students who are not employed by UMD (do not collect a paycheck).

This Job Aid assumes you have already submitted a request and it was fully approved.

## After the trip...

1. Open the <u>approved</u> travel request and click **Create Expense Report** in the upper-right corner.



ot Submi	tte   Rep	ort Number: 1	JCGYJ								
REQUEST											
Approved \$3,637.00											
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1

**Create Expense Report** 

<ul> <li>3. In the Report Type drop-down menu, select</li> <li>*UMD Travel &amp; Hosting – Guest.</li> </ul>		Re *	eport Type * *UMD Travel and Hosting - Guest	~
		*	*UMD Travel and Hosting	
		*	*UMD Event Report	
		*	*UMD Travel and Hosting - Guest	

- 4. Fill in or check the required fields listed below:
  - Guest Payee Enter full name of the Nonemployee (Must have UMD/Guest Non-employee Traveler record in Workday.)
  - Report/Trip Name
  - Business Travel Start Date
  - Business Travel End Date
  - Report/Trip Purpose
  - Final Destination City
  - Final Destination Country
  - Traveler Type Guest or Non-employee student
  - Report/Trip Type
  - Will this trip include personal travel?
  - Detailed Business Purpose/Benefit to University
  - Campus
  - Worktag Number & Account Type
  - > Then click Save.





- 5. Click **Add Expense** and add/create the expenses for the report. Select the Payment Type drop-down menu
  - a) <u>Personal Car Mileage and Daily Meal Per Diem</u> are handled differently for guests/ non-employees. Please see their respective job aids on the Help Center page.



6. When filling in and checking the required fields for the expenses, please pay close attention to the fields below if they show up as part of an expense.

- a) **Payment Type** drop-down menu
  - (1) If paid by guest, select \*Paid by Guest

	Payment Type *					
6a	*Paid by Guest	<b>~</b> ]				
	None Selected					
	*Paid by Employee					
	*Paid by Guest					

 b) If you see a **Request** drop-down menu, select the estimate from your original request

	Request *				
6b	02/09/2022, \$400.00 - Interviews ~				
	None Selected				
	None				
	02/09/2022, \$400.00 - Interviews				

7. Next, add the Guest as an attendee

to the expense.

On the **Details** tab, click on the **Attendees** link

7	Details Itemizations
	Attendees (0)
	Expense Type *

## 8. Click the **Add** button



9. In the Attendee Type drop-down menu, select Guest

Guest	~
Athletic Team Members	
Employee	
Group of Attendees	
Guest	
Non-Business Attendee	

10. If you can't find the attendee, click the **Create New Attendee** link on the right

10	Reset	Search	
10	Create Nev	v Attendee	

11. Fill in or check the required fields listed below:

- Attendee Type Guest or Student (nonemployee student)
- Last Name
- First Name
- Type of Guest
- Institution/Company

Attendee Type *	Last Name *
Guest	~
First Name	Attendee Title
Type of Guest *	Institution/Company *
None Selected	<ul> <li>Image: A start of the start of</li></ul>

12. Click **Create Attendee. This saves what you have entered,** then close out of this popup window.

12	Cancel	Create Attendee

You should now see a "(1)" to the right of the **Attendees** link.

Details	Itemizations
& Attendee: (1)	Allocate