Job Aid: Guest/Non-Employee Expense Report

SAP Concur

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

Non-employees consist of guests and non-employee students. Non-employees **do not have access** to UMD's Concur system. **Non-employee data must be entered into the Financial System for reimbursement purposes.** 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).**
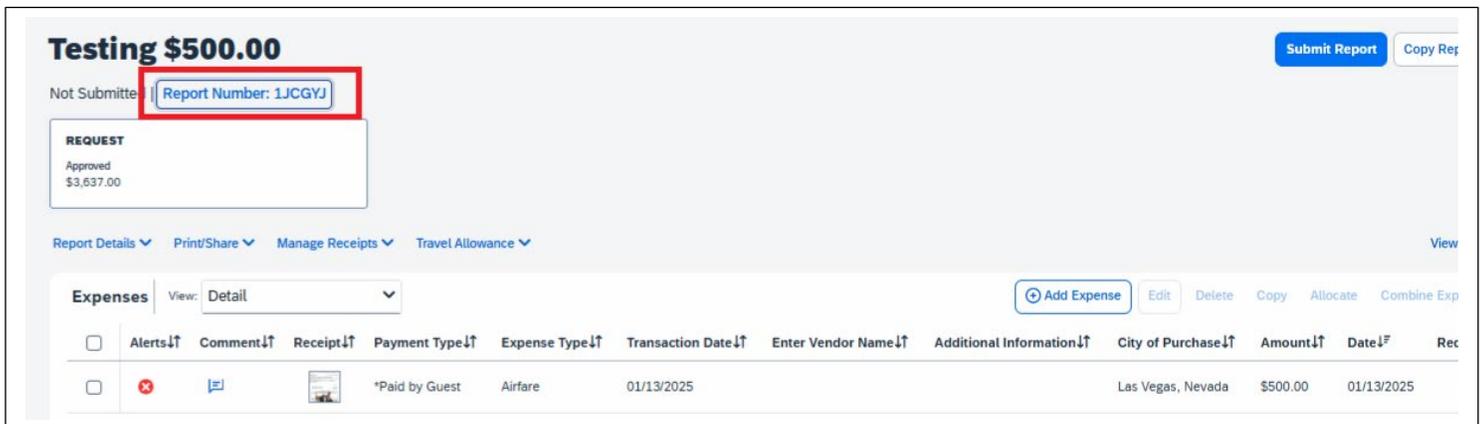
This Job Aid assumes you have already submitted a request and it was <u>fully approved</u>.

<u>After the trip…</u>

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

2. Click on the Report Number of the expense report.

3. In the **Report Type** drop-down menu, select ***UMD Travel & Hosting – Guest.**
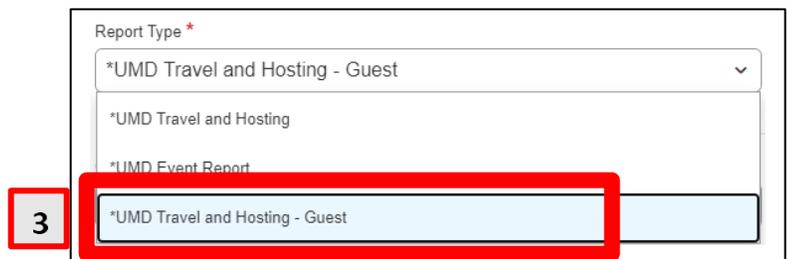
4. Fill in or check the required fields listed below:

- **Guest Payee –** Enter full name of the Non-employee (==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**
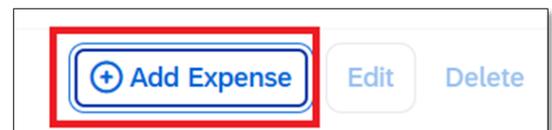- **Campus**
- ==**Worktag Number & Account Type**==
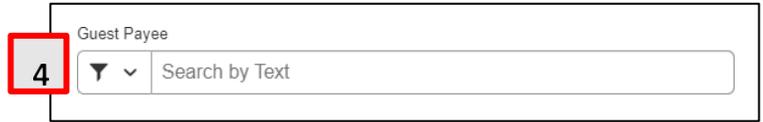
➢ Then click **Save.**
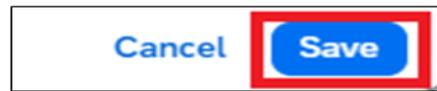
5. Click **Add Expense** and add/create the expenses for the report. Select the Payment Type drop-down menu

   a) Personal Car Mileage and Daily Meal Per Diem 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.
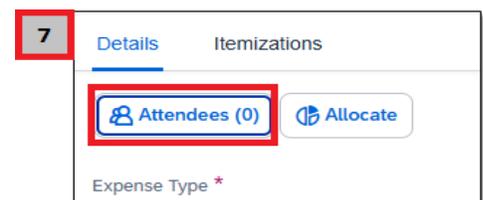
    a) **Payment Type** drop-down menu
        (1) If paid by guest, select ***Paid by Guest**

6a	Payment Type *
	*Paid by Guest ⌄
	None Selected
	*Paid by Employee
	*Paid by Guest

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

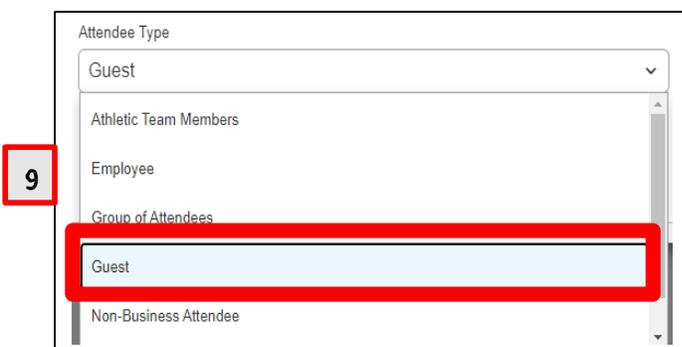| 6b	Request *
	02/09/2022, $400.00 - Interviews ⌄
	None Selected
	None
	02/09/2022, $400.00 - Interviews

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) Allocate
	Expense Type *

8. Click the **Add** button

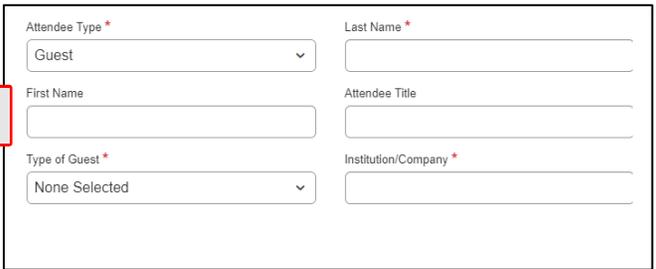9. In the **Attendee Type** drop-down menu, select **Guest**

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

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

- **Attendee Type –** Guest or Student (non-employee student)
- **Last Name**
- **First Name**
- **Type of Guest**
- **Institution/Company**

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

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