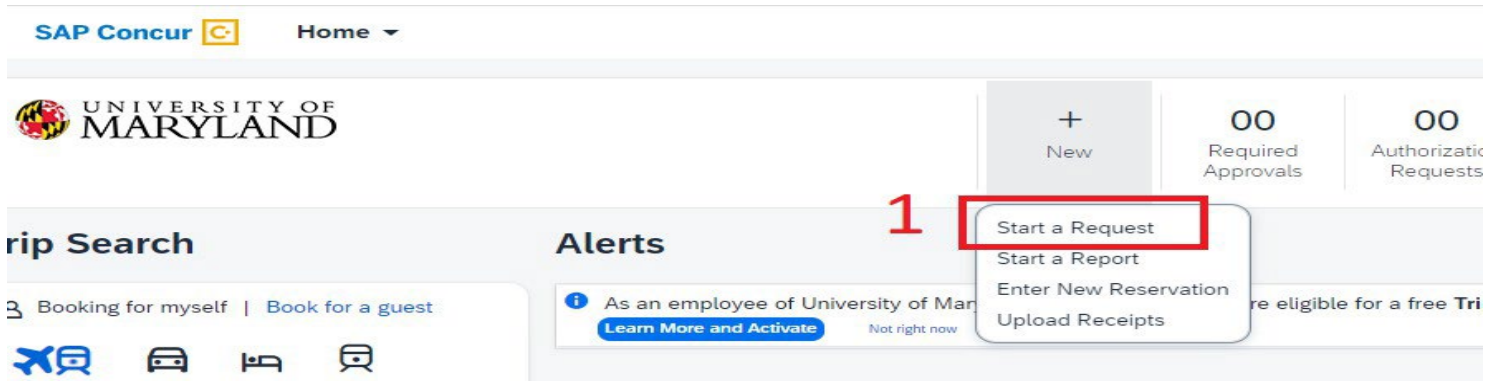


## Guest/Non-Employee Travel Request

Non-employees are considered guests and non-employee students. Non-employees **do not have access** to UMD's Concur system. **Non-employee data must be entered into the Concur for reimbursement purposes.** An employee of UMD must create the travel request and expense report for these guests.

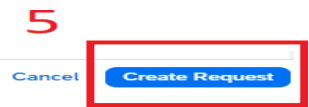
**This Job Aid assumes you know how to create a new travel request in Concur.**

*Screenshots are provided to use as visual guides for certain steps.*



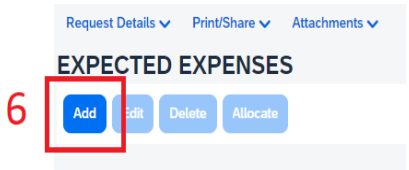
1. Click **+ New** at the banner near the top of the page
2. Click the **Start A Request** button
3. Make sure the **Request Type** is correct
4. Required fields to complete:
  - **Trip Name/Purpose** - (Ex. ASSA Conf. April 2022)
  - **Business Travel Start Date**
  - **Business Travel End Date**
  - **Trip Purpose**
  - **Final Destination City**
  - **Final Destination Country** (auto fills when you choose City)
  - **Traveler Type**
  - **Trip Type**
  - **Will this trip include personal travel?**
  - **Personal Travel Dates** (if applicable)
  - **Detailed Business Purpose**
  - **UMD Campus Visit** - if travel is for a campus visit
  - **No Cost Trip?** (if applicable)
  - **Traveler type-** Guest
  - **Guest traveler-** Guest's name
  - **Worktag number (previously KFS Account Number)** - Search function is defaulted to Text but it can be switched to Code to search by numerical digits

5. Click **Create Request** at the bottom right



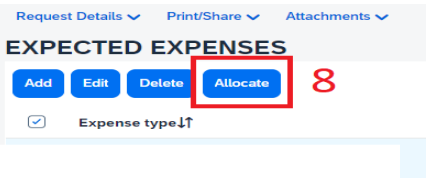
6. Click **Add** under **Expected Expenses**

- **Expense Type list** - search for and select an expected expense for the trip (Ex. Airfare)
- After you choose an expense:
  - **Amount** - Estimate cost for the expense
  - Click **Save**

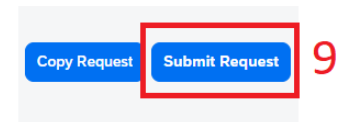


7. Repeat **Step 6** for each expected trip expense

8. Optional step - use the **Allocate** button to split an expected expense to multiple Worktag Numbers



9. After adding all the expected expenses for this trip, click **Submit Request** in the upper right corner.



10. Review the confirmation/acceptance statement and click **Accept & Continue**

- This request has now entered workflow for approvals