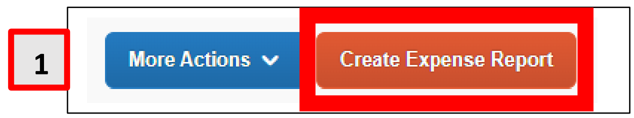
How to create an Expense Report for a Guest/Non-employee

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).**

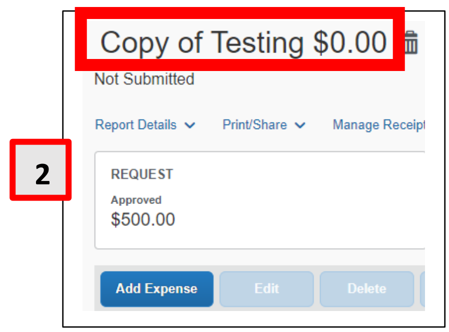
This Job Aid assumes you have already submitted a request and it was fully approved.

After the trip…

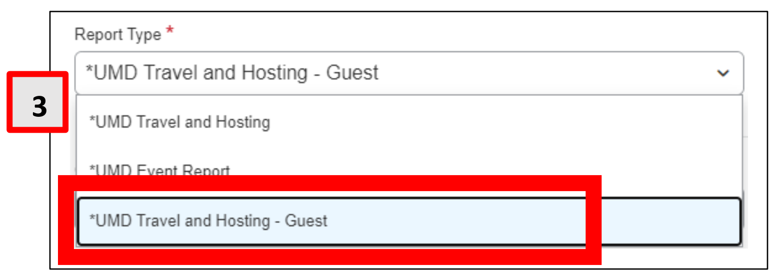
1. Open the approved travel request and click **Create Expense Report** in the upper-right corner.



2. Click on the header title of the expense report.

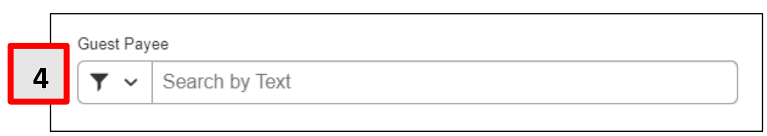


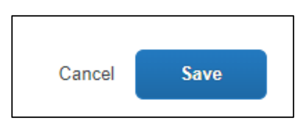
3. In the **Report Type** drop-down menu, select ***UMD Travel & Hosting – Guest.**



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

- **Guest Payee –** Enter full name of the Non-employee (Must have vendor record in Financial System.)
- **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**
- **KFS Account Number**

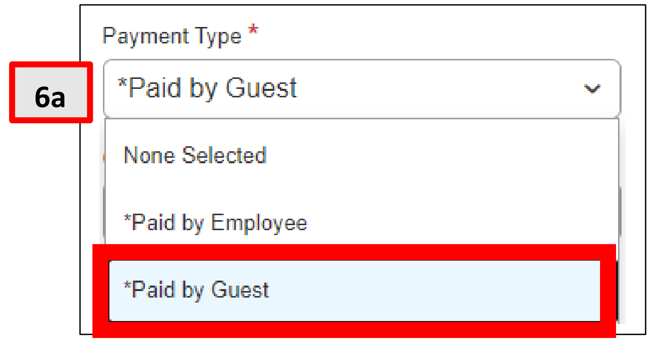


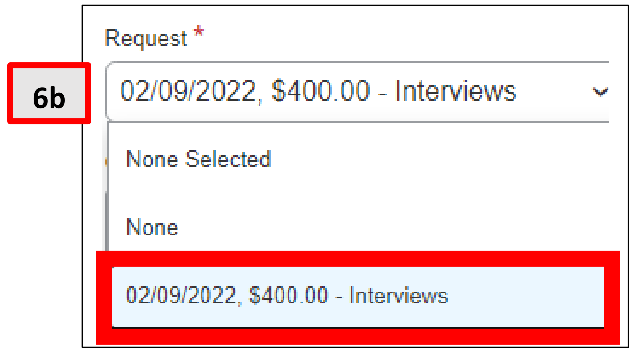


➢ Then click **Save.**

5. Click **Add Expense** and add/create the expenses for the report.
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.

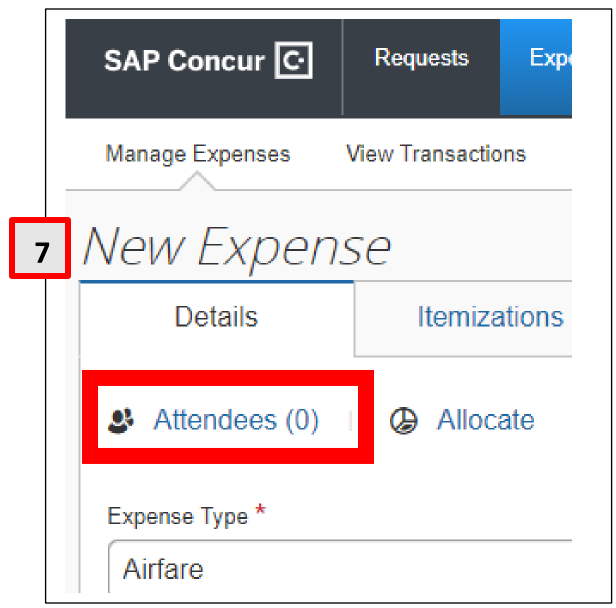




6. When filling in and checking the required fields for the expenses, please pay close attention to the fields below if they show up as part of an expense.

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

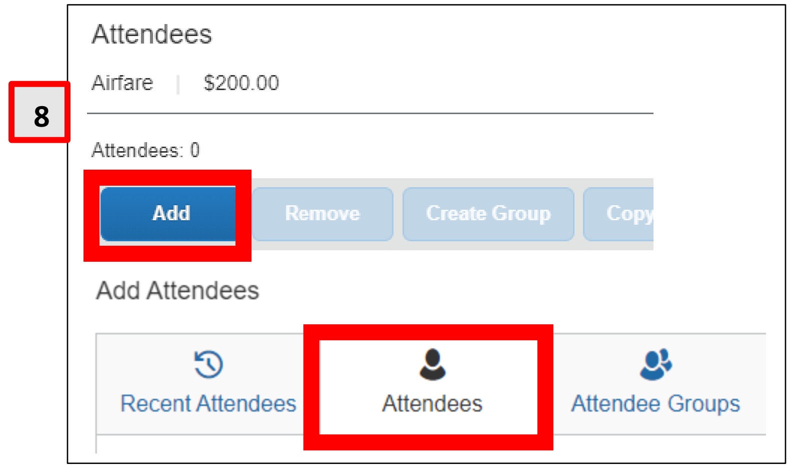
b) If you see a **Request** drop-down menu, select the estimate from your original request.



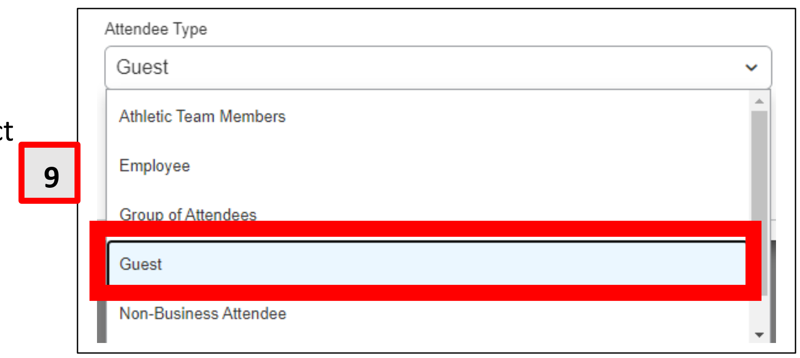
7. Next, add the Guest as an attendee to the expense.

Below the **Details** tab, click on the **Attendees** link.

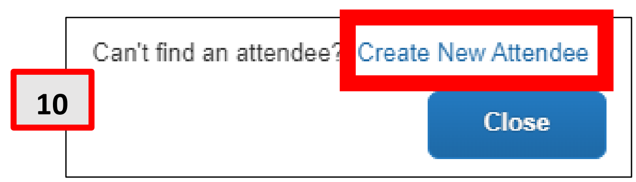
8. Click **Add,** then click the **Attendees** tab.



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

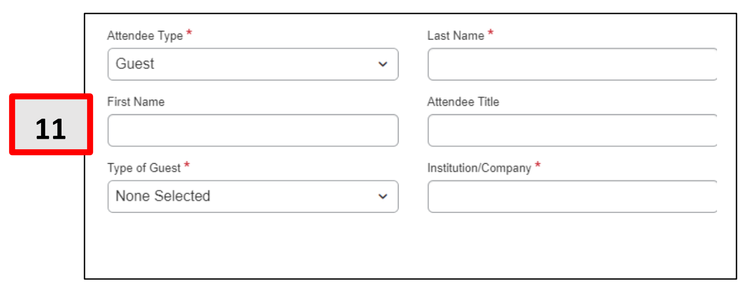


10. Click the **Create New Attendee** link on the right.



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** then close out of this pop-up window.

➢ Then click **Save.**

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