

Job Aid: POST-Travel Instructions - Guest & Non-Employee**POST-Travel Instructions - Guest & Non-Employee**

Accounts Payable (AP) is now in the approval flow in Concur as the last approval step.

AP will review the Expense Report and supporting documents in Concur. Once approved, it will be sent to the State for processing.

Upload the **Guest Reimbursement Notification** form to the **Expense Report** in Concur, under **Manage Attachments**. (Departments no longer need to send the package of paperwork to AP or upload a copy of the guest W8/W9.)

