

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

This Job Aid covers what departments will need to do before a guest/non-employee expense report is submitted—if reimbursements are included.

NOTE: If the guest is not seeking any reimbursements, please use ***UMD Travel & Hosting** expense report type found in the [Concur Help Center](#). You will not need to create a vendor ID since there are no reimbursements to the guest/non-employee. The process is described below:

1. Departments create a BOX folder for the Guest/Non-employee to submit sensitive data.
 - a. [DIT instructions on how to request a Box Group account](#).
2. Department requests secure submission of Guest Traveler's W-8/W-9 via BOX
3. Department downloads the W-8/W-9 to attach to Vendor record
4. To create a Guest Traveler vendor record, ELEVATE'S [UMD Guest/Non-employee Traveler vendor request](#) needs to be created in **Workday** with the W-8/W-9 attached. It will then route to Central Accounts Payable or Systems Control for approval
5. For security reasons, department staff **must** DELETE the W-8/W-9 from their computer once the vendor is set up
6. Central Accounts Payable or Systems Control approves the request, and the Vendor ID is created
7. Daily feed is sent from Workday to Concur
8. Department completes the "**Expense Report - Guest & Non-Employees**" that can be found in the [Concur Help Center](#).
 - a. Please note that this Job Aid is only for Guest/Non-employee travel expenses.
 - b. For non-travel expense instructions, please contact Accounts Payable.