How to create a Request for a Single Non-employee

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 Financial System 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 **Requests** at the top of the page
2. Click the **Create New Request** tile
3. Make sure the **Request Type** is correct
4. Fill in the fields listed below:
   - **Request Type** – *UMD Travel and Hosting (Parent to Expense)*
   - **Trip Name/Purpose** – (Ex. John Smith April 2022)
   - **Business Travel Start Date**
   - **Business Travel End Date**
   - **Trip Purpose**
   - **Final Destination City**
   - **Final Destination Country**
   - **Traveler Type** – Guest or Student
   - **Trip Type**
   - **Will this trip include personal travel?**
   - **Detailed Business Purpose/Benefit to University**
   - **UMD Campus Visit** – If travel is for a campus visit
   - **Guest Traveler** – Name of Guest
   - **Campus**
   - **KFS Account Number**
5. Click **Create** at the lower-right of the screen.
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 3** for each expected trip expense.

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

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

   - This request has now entered workflow for approvals.

**Guest**: Concur considers non-employees to be a guest. If you select “Guest” or “Student” as a **Traveler Type**, you must add that person’s name in the **Guest Traveler** field.