

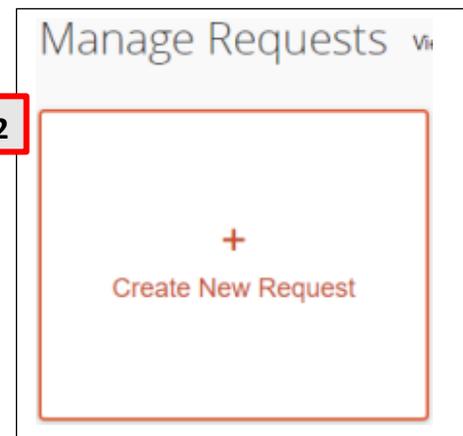
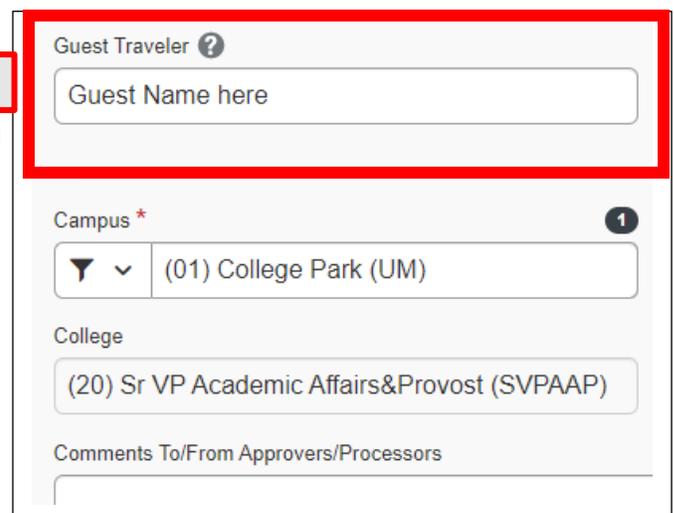
How to create a Request for a Single Non-employee

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**



 A screenshot of the 'Guest Traveler' form in SAP Concur. The form has several fields: 'Guest Traveler' with a question mark icon, 'Guest Name here' (highlighted with a red box and the number 4), 'Campus' with a dropdown menu showing '(01) College Park (UM)' and a '1' icon, 'College' with a dropdown menu showing '(20) Sr VP Academic Affairs&Provost (SVPAAP)', and 'Comments To/From Approvers/Processors'.


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**

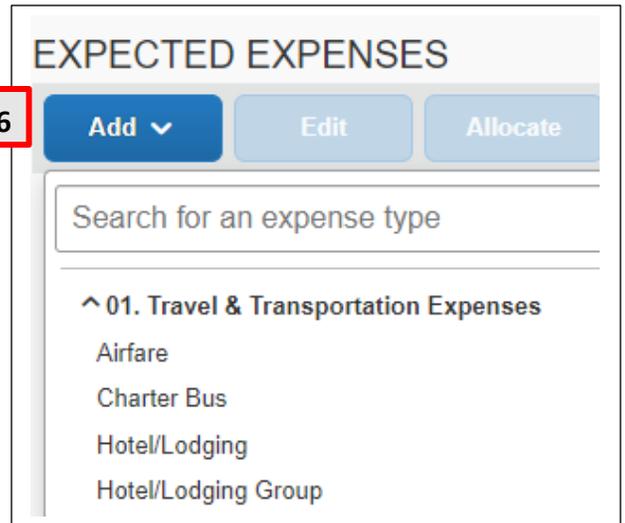
7. Repeat **Step 3** for each expected trip expense.

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 guests. If you select “Guest” or “Student” as a **Traveler Type**, you must add that person’s name in the **Guest Traveler** field.



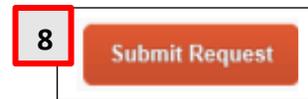
EXPECTED EXPENSES

6 Add Edit Allocate

Search for an expense type

^ 01. Travel & Transportation Expenses

- Airfare
- Charter Bus
- Hotel/Lodging
- Hotel/Lodging Group



8 Submit Request