NON-EMPLOYEE (GUEST): CONCUR TRAVEL
• Non-Employee guest travel is defined as an unpaid guest visiting the University and their travel expenses will be paid by a campus department. A Vendor or Honorarium visit (someone paid for campus services such as a guest lecturer) will follow a separate procedure.
• Department Travel Supporter (admin, analyst) can BOOK travel and create an EXPENSE REPORT on the guest’s behalf. And will need to request BOOK FOR A GUEST access on their Concur Travel Tab.
• A REQUEST is not required for guest travel.

BEFORE GUEST VISIT

ONE TIME ONLY
1. If you do not have a Concur Travel Card, complete the application for a Concur card. Once signed and submitted a new card takes 7-10 days to arrive.
2. Admin (who will book on behalf of guest) contacts POLY TRAVEL polytravel@calpoly.edu to request BOOK FOR A GUEST access on their Concur Travel Tab. Subject Line: “Book for a Guest”

FOR EACH GUEST VISIT
3. Complete Guest Travel Add Form for guest to be added to Concur for expense report and any reimbursement.
4. For local hotel booking, download the Credit Card Authorization Form

BOOK AIRFARE
To book AIRFARE in Concur you will need:
• To contact PolyTravel and request BOOK FOR A GUEST access in Concur
• Guest’s Information for booking airfare and hotel
  o Guest’s Legal First and Last name (must be identical as listed on identification that they use for travel)
  o Date of Birth
  o Gender
  o Cell Phone Number
  o Email
1. Open Concur and go to the TRAVEL Tab. Select **Book for a Guest**. This step is critical as you will be entering their information on the reservation instead of your own. Then you can book airfare and hotel in the guest name.

2. Select the From and To Airports. CHECK the airport you select is correct as ALL airports in the area will be available. Most often you will want the International Airport selection as in the example below.
3. When selecting a BANNED STATE for travel To/From a new Warning will appear after hitting SEARCH. Please review then hit Continue to continue with the reservation. Justification is only needed for travel TO a banned state, disregard if traveling FROM a banned state.

4. Select Flight – non-refundable is OK when booking in Concur.

5. After selecting your Fare Option, you will be directed to a new screen to ENTER TRAVELER INFORMATION
6. Seat Selection is the next option but when you click to choose a seat there will be a popup that Seat Selection is NOT available from this page and a seat will be automatically reserved. NOTE: The University does not allow seat upgrades. The traveler would have to pay this fee separately, it is not reimbursable.

7. Final step on this page is to review the Price Summary and Method of Payment. SL- Concur Ghost Card is the correct method of payment for all airfare booked through Concur Travel. DO NOT change this payment type. The airfare and charge will show up in your Concur under “Available Expenses” to be added to a report.

8. Click Reservice Flight and Continue then continue reviewing each page and until the flight is BOOKED (about 4 more screens).
9. One screen will ask for the Request ID. Since a Request is not required for Guest travel, enter the first 3 digits of the last name of the employee booking for the guest and a letter. Example: ALB1

Concur Non-Employee (Guest)
BOOK LOCAL HOTEL (San Luis Obispo area)

1. Local hotels are booked directly with the hotel and NOT in Concur. 
   [https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/hotels](https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/hotels)
2. Start by selecting the hotel and completing the [credit card authorization form](https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/hotels). Send the completed form to the hotel via email or fax, then contact the hotel to confirm the reservation and give them your complete Concur travel card number for the hotel room and tax charges for the guest.

CAR RENTAL

1. The guest must book their own car rental and can submit the invoice for reimbursement. Car rentals cannot be booked using Concur or the Booking Portal on behalf of guests. This is not allowable per the CSU/Enterprise contract.
2. Personal car mileage can also be expensed and paid directly to the guest if they choose to use their personal car.

EXPENSE REPORT

1. A Request is not required for guest travel
2. Before beginning the Expense Report, make sure that you have completed the “Add Non-Employee to Concur” form so that you will be able to add your guest in Concur.
3. Collect all receipts from guest.
4. At the end of the guest’s stay, the admin who booked the stay (Airfare, Hotel, Car Rental) will create an Expense Report in Concur.
5. Start a NEW Expense Report.
   Go to Expense, then Create New Report

Concur Non-Employee (Guest)
4. Select **CSU Non-Employee Expense Policy** on the POLICY drop down.

5. Changing the Policy will add new fields to the Report Header.

**Business Unit for Supplier** will need to be added. It will always be **SLCMP** (Cal Poly SLO). Type in **SLCMP** and select from the Drop Down.

Then you will add the Non-Employee Name (The name will only be available here if the “Add Non-Employee to Concur Form” has been completed). Best to search by LAST NAME or by Email Address.
6. Section 2 of the Report Header is the trip details including Report Name, Trip Type, Traveler Type, Trip Purpose, Travel start and end dates, destination, personal dates, banned state, or student traveler.

   **Report/Trip Name:** Candidate or Guest Name/Department
   **NEW Traveler Type:** Non-Employee
   **NEW Trip Purpose:** Employee Recruitment/Interview

7. The final section of the Header is where the chart field information is added.

   **Business Unit** must be added here **SLCMP** then the Fund and Dept ID

   Concur will show MOST RECENTLY USED chart fields. If you do NOT want the complete chart field under recently used, select only the **Business Unit** below the line, then you can add the **Fund** and **Dept ID** separately. Program, Class and Project Code are not required but can be added if needed. There is also a section to add **COMMENTS** To/From Approvers.

8. Once the Header is complete, click **Create Report**.
9. This will open up the page to Add Expenses where you will add each expense and receipts as needed to the report.

Adding Expenses to the Report

There are various ways to add expenses and compile a complete expense report. Overall, the goal is to reflect all costs associated with a trip, regardless of payment method.

1. Travel Credit Card/Ghost Card Charges

You can add Concur Travel card transactions to an expense report in these ways:

- From the open expense report (Add Available Expenses)
- From the Available Expenses section (Expense > Manage Expenses)
- From the open expense report, click Add Expense. Select related expenses and then Add to Report

Then verify or update the Expense Type classification of the imported credit card transaction or any other required fields that need to be populated.

Out of Pocket expenses can be added for the guest (see #2 on next page). Reimbursements will be paid directly to the guest.

When all expenses, receipts, and required documents have been added to the report, SUBMIT the report for approvals and processing.
2. Adding **Out of Pocket** expenses to be reimbursed to the guest. Click on **Add Expense** on the Report.

3. When the Non-employee Policy is selected on the Report Header **NEW Expense Types** are available and must be used for the guest travel expenses. They are all listed under #11. **Employee Recruitment/Interview**

4. The Expense Types available for guests are:

   - Airfare Employee Recruitment
   - Airline Fees Employee Recruitment
   - Car Rental Employee Recruitment
   - Car Rental Fuel Employee Recruitment
   - Ground Transportation Employee Recruitment
   - Hotel/Lodging Employee Recruitment
   - Hotel/Lodging Tax Employee Recruitment
   - Incidents Employee Recruitment
   - Meals Employee Recruitment
   - Parking & Tolls Employee Recruitment
   - Personal Car Mileage Employee Recruitment
   - Personal Car Mileage Reduction Employee Recruitment

   * Since Departments usually host meals for guests, Department must give guest permission to claim daily meals

Concur Non-Employee (Guest)
5. Guests travel expenses must stay within the state spending limits:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Maximum Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flights</td>
<td>Economy class only</td>
</tr>
<tr>
<td></td>
<td>(not “Economy Plus” on United Airlines or the like; nor any upgrades of any sort, including seats)</td>
</tr>
<tr>
<td>Hotel (domestic)</td>
<td>$275 nightly rate</td>
</tr>
<tr>
<td>Meals</td>
<td>$55/ person/ day</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Intermediate size car</td>
</tr>
<tr>
<td>Mileage Rates</td>
<td>IRS mileage rate (updated annually in Concur)</td>
</tr>
<tr>
<td>Incidentals</td>
<td>$7.00 daily limit</td>
</tr>
</tbody>
</table>

6. Hospitality Expense can be added when hosting the guest. An itemized receipt is required and the Hospitality Justification form must be attached.

7. MEAL EXPENSES - The Meals Employee Recruitment Expense Type must be used. When the guest is staying multiple days, the expense type must be added for each day and **cannot exceed $55.00 for that day**. Multiple meals (breakfast, lunch and dinner) can be included on the expense line item, but you cannot add multiple days.

8. Once all expenses (Concur card charges and out of pocket reimbursable) have been added to the report and the required receipts and documents have been attached, SUBMIT the Expense Report for approvals and processing.

**APPROVING**

1. The approval process for guests travel expense reports follow the approval (budget and manager) of the person submitting the Expense Report on behalf of the guest.

2. A travel REQUEST is NOT required for guest travel and travel expenses.

3. Guest travel expenses can be paid in one of two ways
   a. Concur Travel Card held by the employee
   b. Guest pays directly and submits receipts for reimbursement

4. Concur card and guest out of pocket expenses are submitted on one Concur Expense Report.

5. Approval reviews for accuracy and travel compliance.

6. The Approver receives an email notification from Concur that there is a new Expense Report to review and approve

Concur Non-Employee (Guest)
7. Approver opens approval queue to view the Expense Report. The employee name is listed and the Report Name should have the guest information. The guest name is not listed or shown on the Pending Approval Page.

8. Approver needs to open the Report Header to view the guest name. Then the approver can go to the report to review all expenses, receipts, documents for the guest travelers and APPROVE or SEND BACK TO USER for corrections.