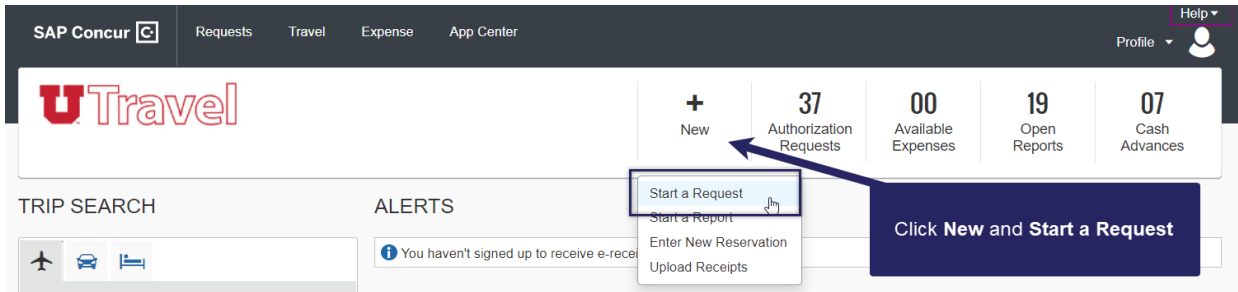


# Creating and Submitting a Travel Request for a Non-Employee

Using Concur Request, an employee can submit a Travel Request for a Non-Employee (guest, student, etc.) The process is similar to the Creating and Submitting a Travel Request tip sheet for employee travelers.

1. To submit a request, on the SAP Concur home page, place your mouse pointer over **New**, and then select **Start a Request**.



2. On the **Create New Request** page, complete the required and optional fields as directed (required fields are indicated with a red asterisk), and then click **Create Request**.

Create New Request ✕

\* Required field

*Request/ Trip Name *	*Request/ Trip Business Start Date *	*Request/ Trip Business End Date *
Candidate for Biology Faculty	11/01/2022	11/03/2022
*Destination City *	*Destination Country *	*Request/Trip Purpose *
US ▾ Salt Lake City, Utah	UNITED STATES (US) ▾	Recruitment of Faculty, Staff or Student ▾
*Traveler Type *	*Trip Type *	*How will you reserve air, car and/or hotel? *
Non-employee ▾	CAMPUS: In-State Travel (\$15) ▾	2. Book with Agent – CBT ▾
Non-employee First (as appears on gov-issued ID)	Non-employee Middle (as appears on gov-issued ID)	Non-employee Last (as appears on gov-issued ID)
Sally	Marie	Johnson

Traveler Type = **Non-Employee**

How will you reserve air, car and/or hotel?

**Option 1: Book Online - Concur Travel**

**Option 2: Book Agent - CBT** (Reminder: Complete Book a Trip Form)

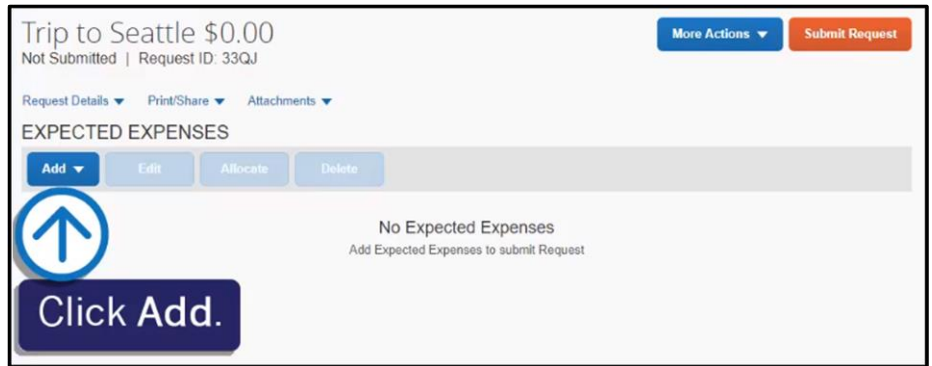
**Option 3: Book outside of Concur Travel and CBT**

Option 2 is a popular choice for Non-Employee Travel

Option 1 may be selected for Non-Employee Travel if you've been granted *Book for Guest* online booking system permission

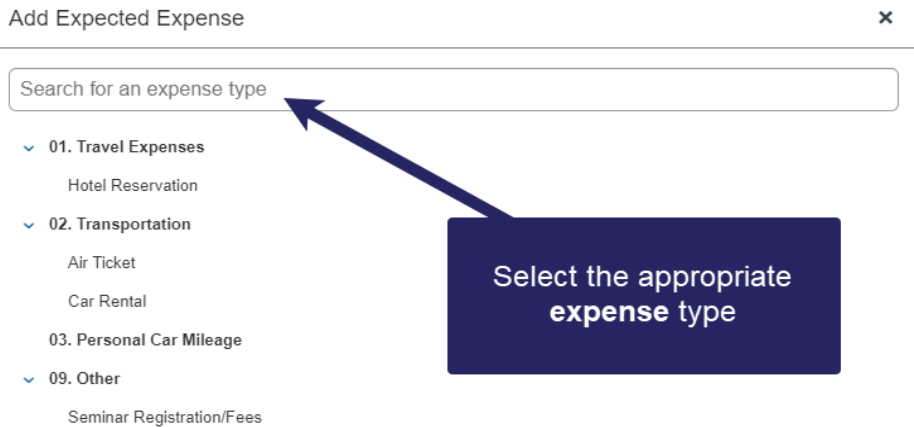
Add the Non-Employee's First, Middle, and Last Name **exactly** as it appear on their government-issued ID that meets TSA requirements.

3. On the **Expected Expenses** page, click **Add**.

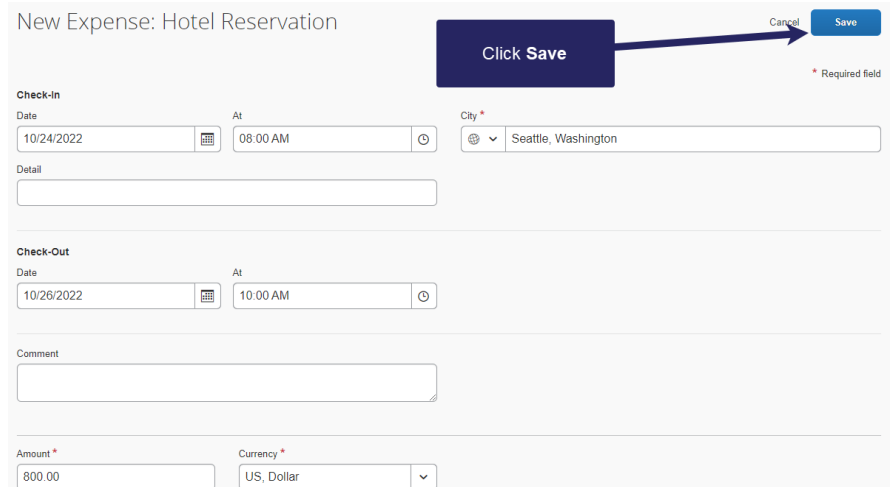


4. From the **Expense Type** dropdown list, search for or scroll through the list and select the appropriate expense type.

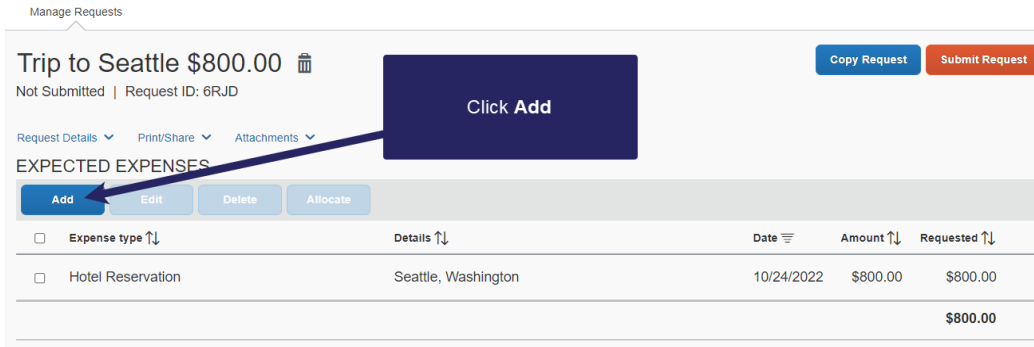
For this example, you will see how to add expected hotel expenses.



5. On the **New Expense** page, complete the required and optional fields as needed, and then click **Save**.

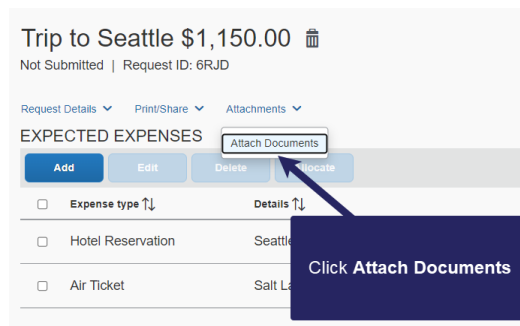


- Click **Add** to continue adding your expected expenses for the request, such as, Air Ticket, Car Rental, Personal Car Mileage, and Seminar Registration/Fees.



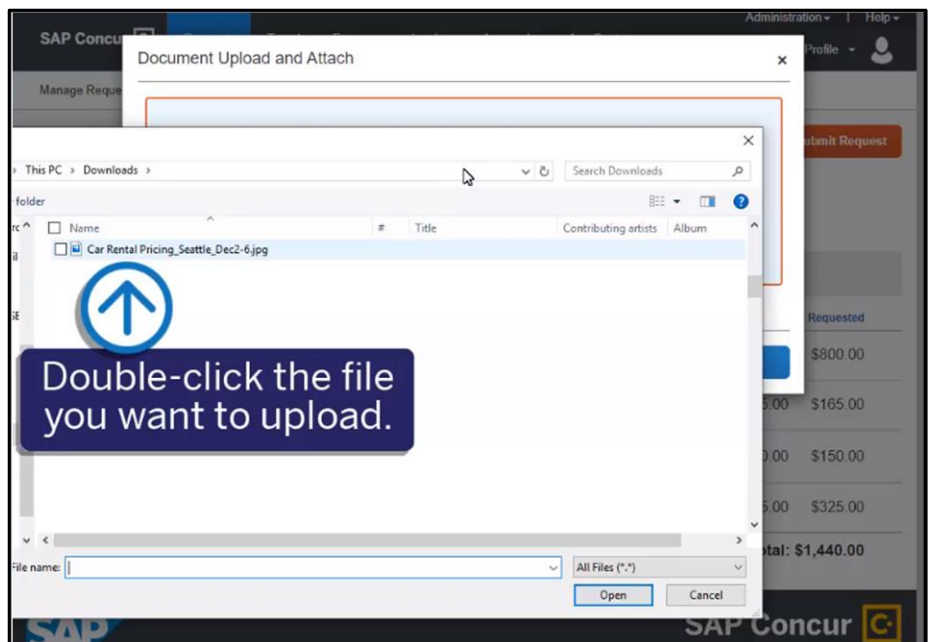
Once you have completed your expected expenses, you can attach documents for the approver's review.

- Click the **Attachments** dropdown menu, and then select **Attach Documents**.



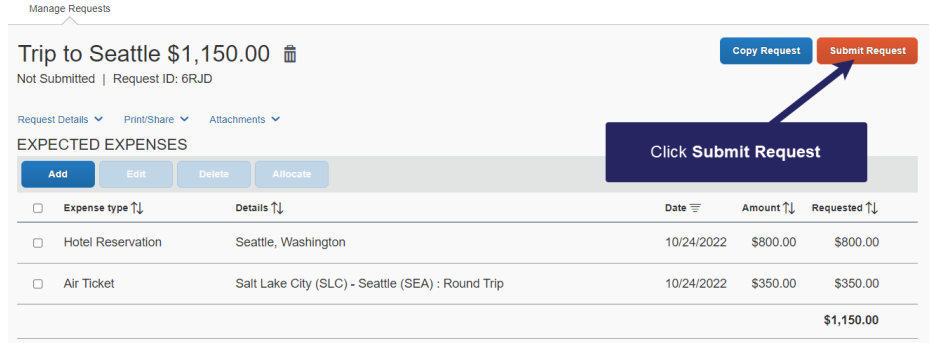
- In the **Document Upload and Attach** window, click **Upload and Attach**.
- Double-click the file you want to upload.

The documents are now attached to your request.




Note that you can allocate your expected expenses to different Chartfields. For more information about allocating expenses, see the *Allocating Expenses* tip sheet.

10. Once you have completed your request details, click **Submit Request**.



Manage Requests






Trip to Seattle \$1,150.00 

Not Submitted | Request ID: 6RJD Copy Request Submit Request

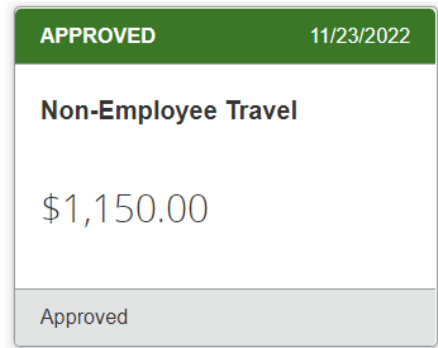
Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate Click Submit Request

<input type="checkbox"/>	Expense type 	Details 	Date 	Amount 	Requested 
<input type="checkbox"/>	Hotel Reservation	Seattle, Washington	10/24/2022	\$800.00	\$800.00
<input type="checkbox"/>	Air Ticket	Salt Lake City (SLC) - Seattle (SEA) : Round Trip	10/24/2022	\$350.00	\$350.00
					\$1,150.00

The Travel Request is submitted and Approved.



APPROVED 11/23/2022

**Non-Employee Travel**

\$1,150.00

Approved