

## Returning from Travel <sup>[1]</sup>



**Employee  
Travel Expense**

— Employee Travel Expense Processing

[2]

The Non-Employee Expense report in Concur can be used for reconciling most non-employee travel expenses as well as for reimbursing and refunding non-employees.

[3]

# Employee Expense Processing

[Concur portal](#) [5]

[Non-Resident-International \(NRI\) form](#) [6]

[Responsibilities](#) [9]

[Forms](#) [11]

- [Concur Expense: Creating a Non-Employee Expense Report](#) [12]
- [Concur Expense: Importing Airfare and Travel Card Expenses into Non-Employee Expense Reports](#) [13]
- [Concur Expense: Adding an Attendee](#) [14]
- [Concur Expense: Allocations](#) [15]
- [Concur Request: Approving and Forwarding a Request](#) [16]
- [Concur Request: Attaching Documents](#) [17]

[SEARCH ALL ARTICLES](#) [18]

## Policies and Procedures

- [PSC Procedural Statement: Travel](#) [19]
- [APS 4024 - Travel Authorization Policy](#) [20]
- [Finance Procedural Statement: Alcoholic Beverages Purchased for University Events](#) [21]
- [Finance Procedural Statement: Business Expense Substantiation & Tax Implications](#) [22]
- [Finance Procedural Statement: Sensitive Expenses](#) [23]
- [Finance Procedural Statement: Official Functions](#) [24]

[VIEW ALL PROCEDURES](#) [25]

### Groups audience:

Procurement Service Center

**Source URL:** <https://www.cu.edu/psc/travel/returning-travel>

### Links

[1] <https://www.cu.edu/psc/travel/returning-travel> [2] <https://www.cu.edu/psc/travel/returning-travel/employee-travel-expense-processing> [3] <https://www.cu.edu/psc/travel/returning-travel/non-employee-travel-expense-processing> [4] <https://pschelp.cu.edu/s/frequently-asked-questions> [5] <http://my.cu.edu/> [6] <https://www.cu.edu/psc/forms/non-employee-reimbursement-nr> [7] <https://www.cu.edu/psc/forms/official-function> [8] <https://www.cu.edu/psc/forms/cash-advance-setup-cas> [9] <https://www.cu.edu/psc/roles-and-responsibilities-0> [10] <https://www.cu.edu/psc/travel/you-travel/travel-card> [11] <https://www.cu.edu/psc/paying/non-purchase-order-payments> [12] <https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report> [13] <https://pschelp.cu.edu/s/article/Concur-Expense-Importing-Airfare-and-Travel-Card-Expenses-into-Non-Employee-Expense-Reports> [14] <https://pschelp.cu.edu/s/article/Concur-Expense-Adding-an-Attendee> [15] <https://pschelp.cu.edu/s/article/Concur-Expense-Allocations> [16] <https://pschelp.cu.edu/s/article/Concur-Request-Approving-and-Forwarding-a-Request> [17] <https://pschelp.cu.edu/s/article/Concur-Request-Attaching-Documents> [18] <https://pschelp.cu.edu/s/> [19] <https://www.cu.edu/psc-procedural-statement-travel> [20] <https://www.cu.edu/ope/aps/4024> [21] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages> [22] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense> [23] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses> [24] <https://www.cu.edu/controller/finance-procedural-statement-official-functions> [25] <https://www.cu.edu/psc/procedures>