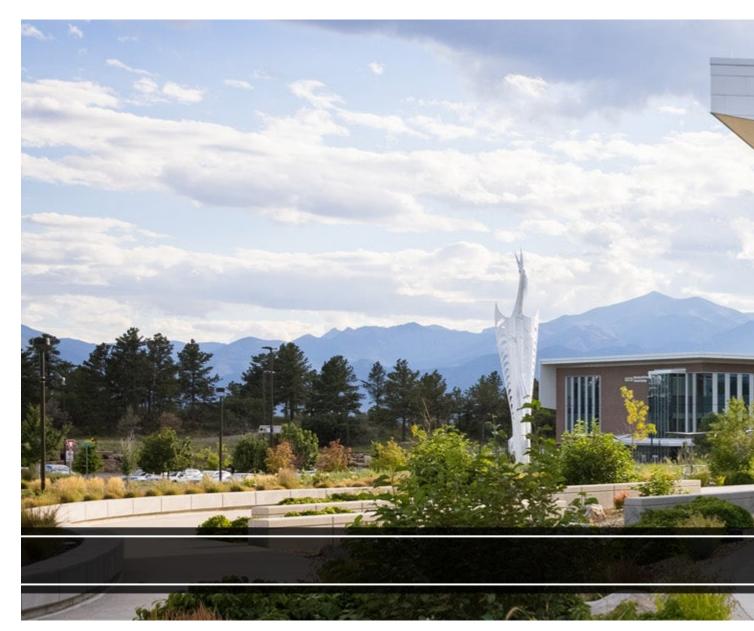
## Returning from Travel [1]



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]

# nployee Expense essing

```
us portal [4]
nt-International (NRI) form [5]

nsibilities [8]
```

lon-Employee Expense Report [11]
rfare and Travel Card Expenses into Non-Employee

```
ttendee [13]

14]

nd Forwarding a Request [15]

ocuments [16]
```

### **Policies and Procedures**

- PSC Procedural Statement: Travel [18]
- APS 4024 Travel Authorization Policy [19]
- Finance Procedural Statement: Alcoholic Beverages Purchased for University Events [20]
- Finance Procedural Statement: Business Expense Substantiation & Tax Implications [21]
- Finance Procedural Statement: Sensitive Expenses [22]
- Finance Procedural Statement: Official Functions [23]

#### VIEW ALL PROCEDURES [24]

#### **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] http://my.cu.edu/ [5] https://www.cu.edu/psc/forms/non-employee-reimbursement-nr [6] https://www.cu.edu/psc/forms/official-function [7] https://www.cu.edu/psc/forms/cash-advance-setup-cas [8] https://www.cu.edu/psc/roles-and-responsibilities-0

[9] https://www.cu.edu/psc/travel/you-travel/travel-card [10] https://www.cu.edu/psc/paying/non-purchase-order-payments [11] https://pschelp.cu.edu/s/article/Concur-Expense-Creating-a-Non-Employee-Expense-Report [12] https://pschelp.cu.edu/s/article/Concur-Expense-Importing-Airfare-and-Travel-Card-Expense-into-Non-Employee-Expense-Reports [13] https://pschelp.cu.edu/s/article/Concur-Expense-Adding-an-Attendee [14] https://pschelp.cu.edu/s/article/Concur-Expense-Allocations

- [15] https://pschelp.cu.edu/s/article/Concur-Request-Approving-and-Forwarding-a-Request
- [16] https://pschelp.cu.edu/s/article/Concur-Request-Attaching-Documents [17] https://pschelp.cu.edu/s/
- [18] https://www.cu.edu/psc-procedural-statement-travel [19] https://www.cu.edu/ope/aps/4024
- [20] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages [21] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-business-expense
- [22] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses [23] https://www.cu.edu/controller/finance-procedural-statement-official-functions [24] https://www.cu.edu/psc/procedures