

GUEST SETUP AND BOOKING PROCESS FOR CONCUR

In Concur, a **Guest Travel Request** can be submitted for any non-employee. The Guest Travel Request process replaces the process of submitting a User Authorization Form. Non-employees are:

- students not employed by UMB
- guests traveling on behalf of UMB
- affiliates traveling on behalf of UMB

The travel request is submitted by a UMB Concur user. After the request is approved, the travel arranger or guest will work with UMB's travel agency to book flights and other travel services. "Book in Concur" cannot be used for guest travel requests.

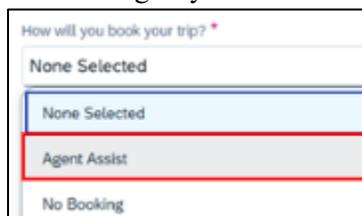
Guest Travel Request Steps

1. Obtain the guest traveler's legal name and email address. The travel agency will obtain all other required information for booking purposes.
2. Start a new travel request in Concur.
3. Change the first field, *Request Policy*, to ***Guest Policy**.



The screenshot shows a form titled "Create New Request". The "Request Policy" field is a dropdown menu that is currently open. The options listed are: "*Travel Request - Test", "*Business Expense Request", "*Business Expense Request - Test", "*Guest Policy" (which is highlighted with a red border), and "*Travel Request - Test".

4. Answer *How will you book your trip?* with **Agent Assist or No Booking**. Guest travel arrangements' must be made through the travel agency. In compliance with UMB policy, only airfare must be booked through the travel agency. Hotel, rental car, and rail is not required to be booked through the travel agency and can be booked directly through the vendor.



The screenshot shows a dropdown menu titled "How will you book your trip?". The options listed are: "None Selected", "Agent Assist" (which is highlighted with a red border), and "No Booking".

5. In the *Guest Name* field, enter the traveler's legal first and last name.
6. In the *Guest Email* field, enter the traveler's email address.
7. If you need to convey information to the travel agency, add details in the *Comments* box.
8. Complete the travel request as you normally would.

After the travel request is approved, the traveler may contact the UMB travel agency. Please refer to the Concur home page for contact information.

Reimbursement

Guest travelers are reimbursed with a check. Follow the NONPO Invoice process to issue a check for any applicable reimbursement. Refer to the [Business Travel Non-employee Procedure](#) for reimbursement guidelines. [Tutorials available here](#) in the Quantum Financials section provide the steps for registering a supplier for NONPO payment and for submitting a NONPO Invoice.