

Non-Employee Travel Form

[Itemized Receipt Requirements](#)

[PSC Procedural Statement for Travel](#)

[International AP Payment Matrix](#)

Be sure that all receipts submitted on this form are itemized. Valid documentation includes:

- Vendor Identification
- Date of Purchase
- Description and number of each item purchased
- Cost per item
- Total cost of order

The Travel Card can be used to cover individual non-employee travel expenses unless those expenses are related to a **Scope of Work (SOW)** agreement with an independent contractor. In such cases, travel costs must be included in invoice.

Airfare for non-employees can be booked either online in the Concur travel and expense system or through a travel agent with [Christopherson Business Travel \(CBT\)](#). Airfare can also be purchased by a non-employee with a personal credit card and be reimbursed using this form.

Who is your FSC tech? *

- Select -

Select the FSC technician that supports your department. This assures that your submission is routed correctly and without delay.

Choose your Department/Org # (in 1 of the 3 drop downs)

Dept. Abbreviation/Org. # (A-D)

A&S Deans Office - 10153

Dept. Abbreviation/Org. # (E-L)

- None -

Dept. Abbreviation/Org. # (M-Z)

- None -

Select only **one** department/program name from these three menus. Multiple selections can delay the correct technician receiving your submission.

Form completed by *

Program Administrator Chip

Traveler Name *

Herbie Husker

Traveler Email *

herbie.husker@unl.edu

Non-employee traveler's mailing address *

3835 Holdrege St
Lincoln, NE 68583

Is the payee a U.S. citizen?

- ☒ Yes
- ☐ No - Please see the International AP Payment Matrix button above for additional required documents

Have purchases been made with a travel card on behalf of the non-employee?

- ☒ Yes
- ☐ No

Travel expenses like airfare, lodging, and ground transportation can be arranged and paid ahead of time by a CU employee (travel arranger) for a non-employee. This field tells the FSC technician where to find those expenses in Concur.

Cardholder name

Program Administrator Chip

Have the travel card receipts for this non-employee been uploaded in Concur? *

- ☐ Yes
- ☒ No

If the travel arranger is interested in uploading their receipts directly to Concur, they can do so using the [Concur Mobile App](#). They can also add them to Available Expenses in Concur from their PC using the "Upload New Receipt" button (or just drag and drop).

Dates Traveled:

Departure Date *

Sep 5 2023

Departure: What city did the non-employee depart from?

Lincoln, NE

Destination: Where was the lodging located?

Boulder, CO

Did the non-employee travel to multiple destinations? *

- ☐ Yes
☒ No

Return date *

Sep 7 2023

Business Purpose

Business purpose - Please explain how this relates to official university business: *

Herbie Husker was invited to give a presentation to faculty, staff, and students of Arts and Sciences based on his recent research. This presentation was intended to share knowledge between our universities and enhance the education of our students.

Explain how the purchase relates to university business and what the benefit is to CU and/or your department's mission. The more explanation and detail you can provide here, the less likely your FSC technician will need to follow-up for more information. For guest presentations, it's a good idea to include invitation or flyers that give more information about the talk.

Conference Name, if applicable (no acronyms):

N/A

Upload applicable back-up documentation

No file chosen

For example, colloquium announcement, presentation poster, conference or meeting itinerary.

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict psd txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

Expenses

Airfare

Airfare previously purchased through the Concur expense system or CBT needs to be included in this report.

Total Amount

\$ 213.81

Includes CBT agent fee.

Include any fees from Christopherson Business Travel (CBT) in this amount. \$20 fees are often incurred when the traveler or travel arranger calls and speaks directly with an agent, as opposed to booking in Concur.

Purchase through Concur travel expense system or Christopherson Business Travel (CBT)?

- ☒ Yes
☐ No

Upload travel itinerary

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

Ground Transportation

Total Amount

\$ 90.00

The "Total Amount" field is the total of all charges for that type of expense. In this example, the amount showing for Ground Transportation includes two separate charges of \$45.00.

Travel card used for purchase?

- ☒ Yes
☐ No

When you have multiple receipts for any expense group, combine those images or documents into one file and upload them together.

Upload itemized receipt

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

Lodging

Total Amount

\$ 225.00

Travel card used for purchase?

- ☒ Yes
☐ No

Foreign currency: If any travel expenses were paid in a foreign currency, just list the currency abbreviation in the amount field. For example, "225.00 GBP". There is no need to provide a currency exchange amount, the FSC technician will use Concur to convert those amounts to USD for you.

Upload itemized folio/invoice

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

▼ Mileage - Personal vehicle only

Address from:

3835 Holdrege St. Lincoln, NE 68583

Address to:

Lincoln Airport

Addresses or landmarks are required for your technician to use the Mileage Calculator in Concur.

Do you have multiple locations?

- ☐ Yes
☒ No

Is mileage round-trip or one-way?

- ☒ Round-trip
☐ One-way

Gasoline expenses are not allowable for personal vehicles, even when used for official university business. Mileage is provided to the guest/traveler instead.

Estimated total miles driven:

11.8

2023 Standard Reimbursable Rate - \$0.59/mile

Estimated mileage reimbursement:

\$ 6.96

If trip legs were tracked on a spreadsheet, upload here:

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

Actual miles driven will be calculated in Concur using the mileage calculator.

▼ Parking

Total amount

\$ 30.00

Includes CBT agent fee.

Travel card used for purchase?

- ☐ Yes
☒ No

Upload itemized receipt

No file chosen

Files must be less than 2 MB.

Allowed file types: bmp eps tif pict txt rtf pdf doc docx ppt pptx odp xls xlsx ods xml.

► Other

Per Diem

Select one of the following: *

- ☐ Full Per Diem
☒ Partial Per Diem
☐ No Per Diem

What is per diem? Per diem is an allowance for meals and incidental expenses (meal tips, bellhops, porters, personal telephone calls) that the guest/traveler needs to purchase during the course of an official university business trip, provided by CU based on the federal government policy - <https://www.gsa.gov/>. Because per diem is provided, individual meals during travel will not be reimbursed.

List the days and meals that you are requesting per diem for:

Full per diem for Sept 5-7, excluding dinner of Sept 6.

Important! When a travel arranger has booked lodging on their travel card for a guest of the university, they must notify the guest not to charge room service, meals, or other incidentals to the hotel room. In those cases the guests need to instead pay with personal funds and they can be issued per diem after the trip is complete.

Were any meals provided to the non-employee through official functions, hotel, or conference?

- ☒ Yes
☐ No

Meals that are provided to the traveler need to be deducted from the per diem issued. Examples of this are continental breakfasts provided by the hotel or meals provided by the department to guests during their stay.

List the days/meals that were provided:

Dinner was provided by the department on 9/6, a goodwill official function with faculty and staff.

Did this trip include personal travel?

- ☐ Yes
☒ No

Report totals

Amount *

\$ 565.77

Total expenses for this trip (not including per diem)

Estimated per diem (optional field)

\$ 141.50

Total amount for this report (optional field)

\$ 707.27

Enter the total amount of all expenses listed on the form here. This amount includes airfare, expenses paid on travel card, and amounts to be reimbursed.

In our example, Chip knew how to calculate the per diem for this trip and filled it in. However, the field is optional and can be left blank. The FSC technician can calculate the amount and fill in this blank for you while processing the expense report.

Would you like to limit the reimbursement amount?

- ☒ Yes
☐ No

Sometimes there are limited funds available, or the department agrees to pay for only a portion of the overall travel expenses. If this is the case, select "Yes" and use the field to set a dollar limit for the report.

Please indicate the amount

\$ 600.00

Speedtype *

12345678

Enter the full 8-digit speedtype that you would like the expenses to be charged to. Select "Yes" if payment needs to be allocated between multiple speedtypes, and additional fields will populate.

Do you need to split the total expense amount to more than one speedtype?

- ☐ Yes
☒ No

Additional Comments

We have agreed to pay up to \$600 of the guest speaker's travel expenses.

Use this field to explain any additional details or context that you think will be helpful for your technician.

Email Confirmation

Would you like an emailed copy of this form sent to you?

- ☐ Yes
☒ No

If you are a department administrator and would like to be automatically copied on all submissions made in your unit, contact your FSC technician and we will set it up.

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot



Submit