How-to
Create a guest profile in Concur
for non-employees

for non-travel reimbursements &
travel pre-approval > travel booking > travel reimbursement
How are Concur Profiles Created?

For all UNT System Enterprise Employees, profiles in Concur are automatically created from the HR system with a valid HR record.

Profiles for non-employees (Students, prospective employees, other non-employee guests) have to be manually created by the UNT System Concur Team. Non-employees will not be able to access Concur. A full-time UNT System employee must be designated as the guest’s sponsor that will create and submit reimbursement Expense Reports and Travel on the guest’s behalf.

Having non-employee reimbursements and travel processed in Concur helps provide a consistent process for all reimbursements and travel.

*Note: Some students may be employed by the University in some capacity. A profile will already be available and the only action would be to set up a sponsor as a delegate.*
How do I get a non-employee Concur Profile set up?

1. Fill out the online form found @ untsystem.edu/concurtravel

2. Once you have received confirmation from the UNT System Concur Team that the profile has been created, you can then log in as a delegate and begin working on the guest’s behalf
Q: How long does it take to create a non-employee profile in Concur?
A: Depending on the type of non-employee profile being created, the profile should be completed within one business day once the form has been submitted.

Q: How does the non-employee get their reimbursements paid?
A: An Accounts Payable Supplier Record is created as part of the profile set up process. An EFT form is required for reimbursement. UNT System no longer issues paper checks.

Q: What does the workflow look like in Concur?
A: The sponsor will create and submit the Expense Report/Request > Budget approver > Accounting Review > Payment. Specific Trip Types must be used on the Concur Request or Expense Type for the workflow to route correctly. There are 8 Trip Types.
   Use:
   6. Student Reimb./Travel
   7. Prospective Employee Reimb./Travel
   8. Other Non-Employee Guest Reimb./Travel

Q: What about student travel for those students that are also employees?
A: Those students that are also employees will already have a Concur profile. The sponsor will be set up as a delegate to create the student reimbursement. The sponsor should use the Concur Trip Type “6. Student Reimb./Travel” so that the workflow routes correctly and does not involve the student employee’s supervisor.