



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 World 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 World Concur Team. Non-employees will not be able to access Concur. A full-time UNT World 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 will help provide a consistent process for all reimbursements and travel.



How do I get a non-employee Concur Profile set up?

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

Webform ←

Cash Advance Setup in Concur Request - Employees that need to add a cash advance to their Concur Requests should complete this form. This form should be completed before the Request is submitted and at least 15 days before the date of departure.

Non-Employee Concur Profile setup ← - Non-Employees (Students, prospective employees, other non-employee guests) can have their University business expenses reimbursed through Concur as well as have their travel pre-approved, booked, and expensed through Concur. A UNT World Employee will be set up as a Sponsor for the non-employee should complete this form.

2. Once you have received confirmation from the UNT World Concur Team that the profile has been created, you can then log in as a delegate and begin working on the guest's behalf



F.A.Q.

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. Default payment will be by check but the guest will be invited to be set up for EFT.

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.