

GUEST SETUP AND BOOKING PROCESS FOR CONCUR

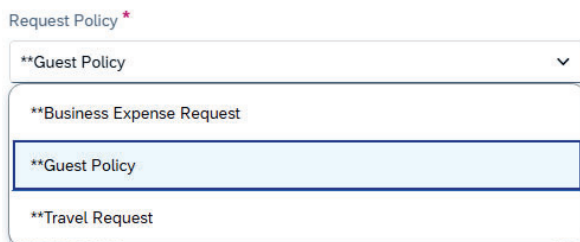
In Concur, a **Guest Travel Request** can be submitted for any non-employee. The Guest Travel Request process replaces the process of submitting a User Authorization Form. Non-employees are:

- 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 or utilize the **Book for a guest** feature to make travel arrangements on behalf of the non-employee through Concur.

Guest Travel Request Steps

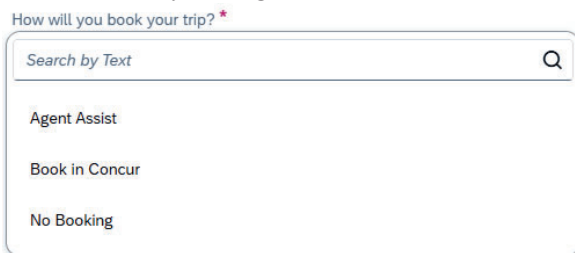
1. Obtain the guest traveler's legal name as it appears on their government issued ID and email address.
2. Start a new travel request in Concur.
3. Change the first field, *Request Policy*, to ***Guest Policy**.



The screenshot shows a dropdown menu for 'Request Policy' with a red asterisk indicating it is a required field. The menu is open, showing four options: '**Guest Policy' (which is highlighted with a blue border), '**Business Expense Request', '**Guest Policy' (a duplicate entry), and '**Travel Request'.

4. Answer *How will you book your trip?* with **Agent Assist**, **No Booking**, or **Book in Concur**

Guest travel arrangements must be made through the travel agency or using the *Book for a guest feature* in Concur. In compliance with UMB policy, only airfare must be booked through the travel agency or through Concur. Hotel, rental car, and rail are not required to be booked through the travel agency/ Concur and can be booked directly through the vendor.



The screenshot shows a dropdown menu for 'How will you book your trip?' with a red asterisk indicating it is a required field. The menu is open, showing three options: 'Agent Assist', 'Book in Concur', and 'No Booking'. There is a search bar at the top of the menu with the placeholder text 'Search by Text' and a magnifying glass icon.

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, reservations can be made through our travel agency or through Concur using the *Book for a guest* feature. Please refer to the Concur home page for UMB's travel agency 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.