

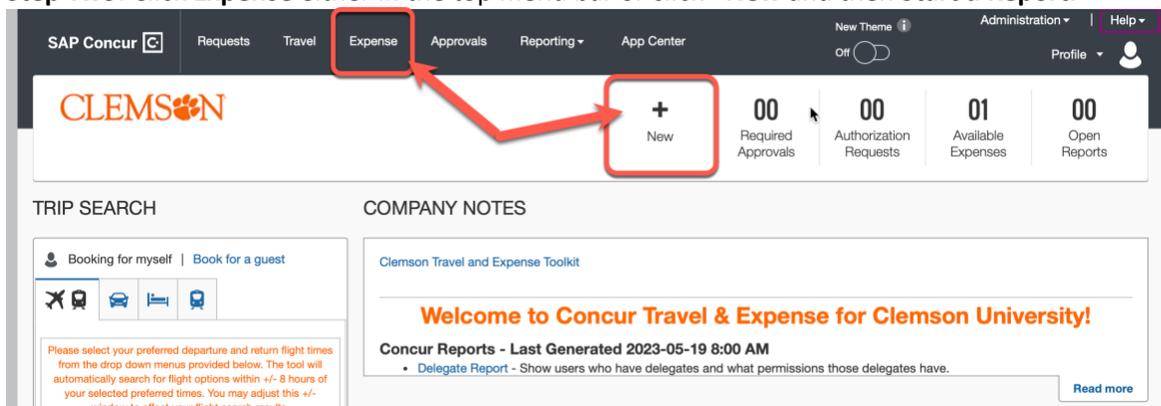
Creating a Guest/Visitor Reimbursement

When is a guest/visitor reimbursement used?

This form is used when reimbursing guests/visitors for expenses incurred when on Clemson University business. For more information about reimbursing guests/visitors and when this form is used, [click here](#).

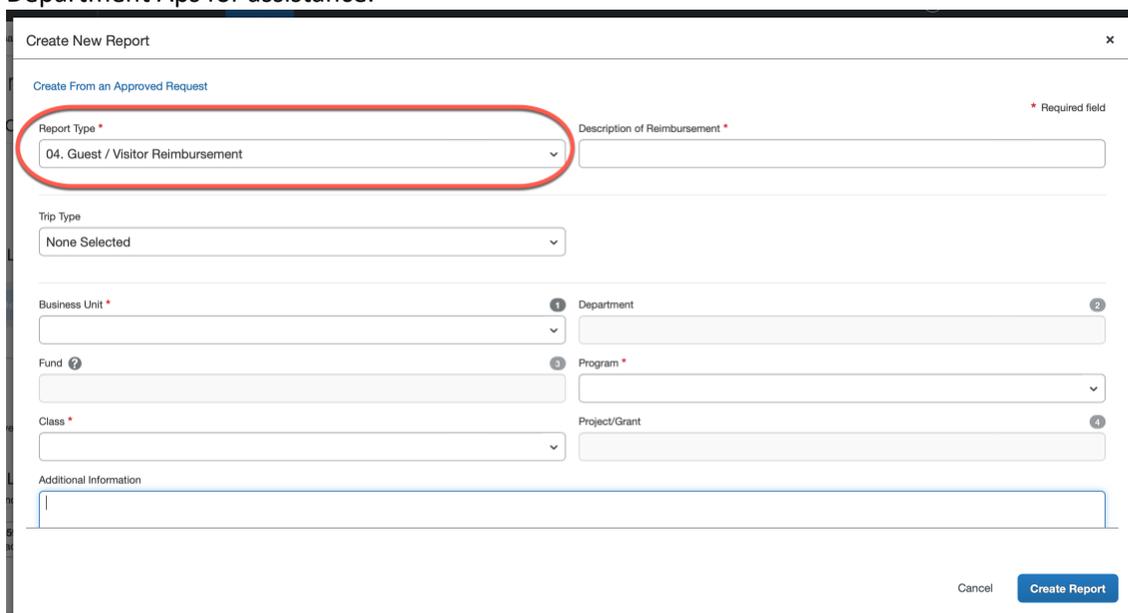
Step One: Log into [Concur](#) using the SSO login.

Step Two: Click **Expense** either in the top menu bar or click **+New** and then **Start a Report**.



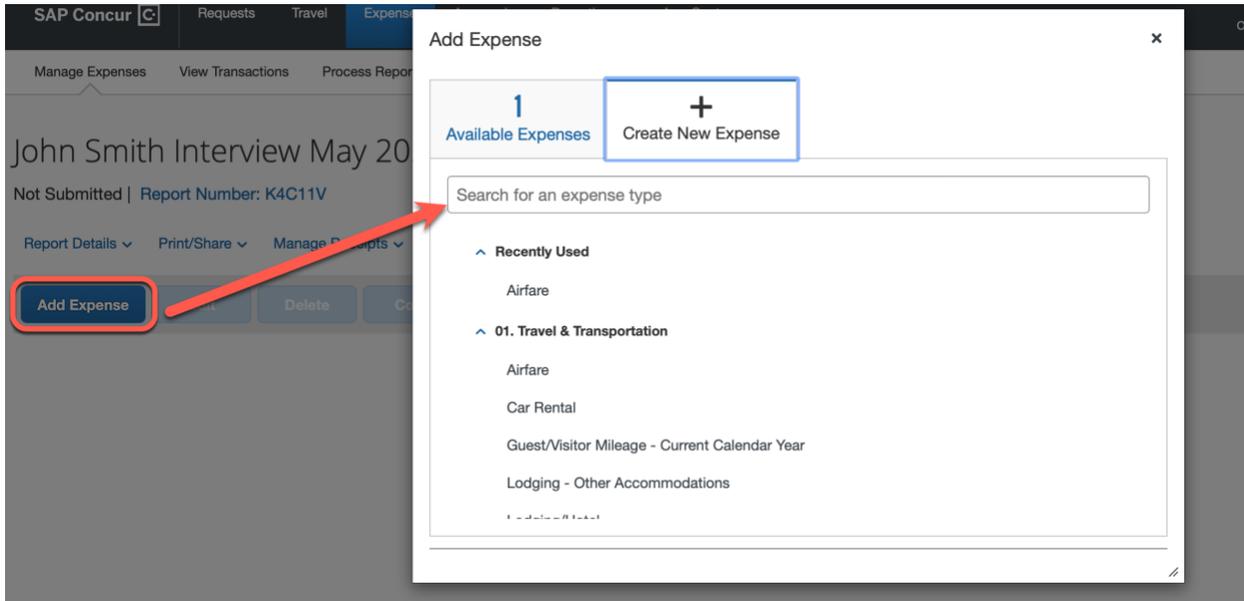
Step Three: Click **Create Report**. For **Report Type** choose **Guest/Visitor Reimbursement**. Fill out all the required information and click **Create Report**.

Note: If you are not sure of the 23-digit account codes you should be using, please contact your Department Aps for assistance.



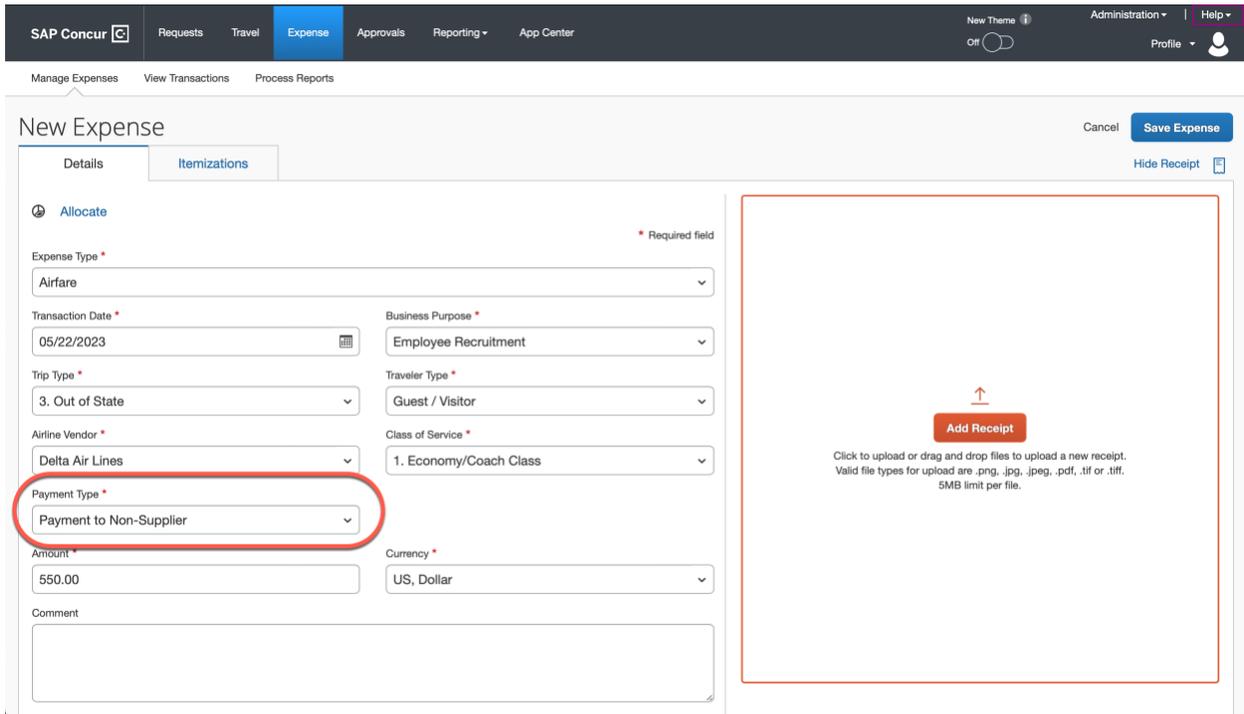
The screenshot shows the 'Create New Report' form. The 'Report Type' dropdown menu is highlighted with a red oval and contains the selected option '04. Guest / Visitor Reimbursement'. The form includes several required fields: 'Description of Reimbursement', 'Trip Type' (set to 'None Selected'), 'Business Unit' (with a '1' icon), 'Department' (with a '2' icon), 'Fund' (with a '3' icon), 'Program' (with a '4' icon), 'Class', and 'Project/Grant'. There is also an 'Additional Information' text area. At the bottom right, there are 'Cancel' and 'Create Report' buttons.

Step Four: Click **Add** to begin adding the expense types that best match what you are requesting reimbursement for. Scroll through the list to select your choice or begin typing to find your desired selection.



Step Five: Once you've selected an expense type, the form will open. Begin completing all the required fields marked with a red asterisk.

Note: When reimbursing a guest/visitor, payment type should be **Payment to Non-Supplier**.



Step Six: Next you need to attach a receipt. Click **Upload Receipt Image**. You have the option to upload a receipt from your computer or choose from any **Available Receipts** (see training aid [here](#) for more info).

Attach Receipt

Select a receipt image or reuse one from this report:

Available Receipts Receipts in Report

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

+ Upload New Receipt

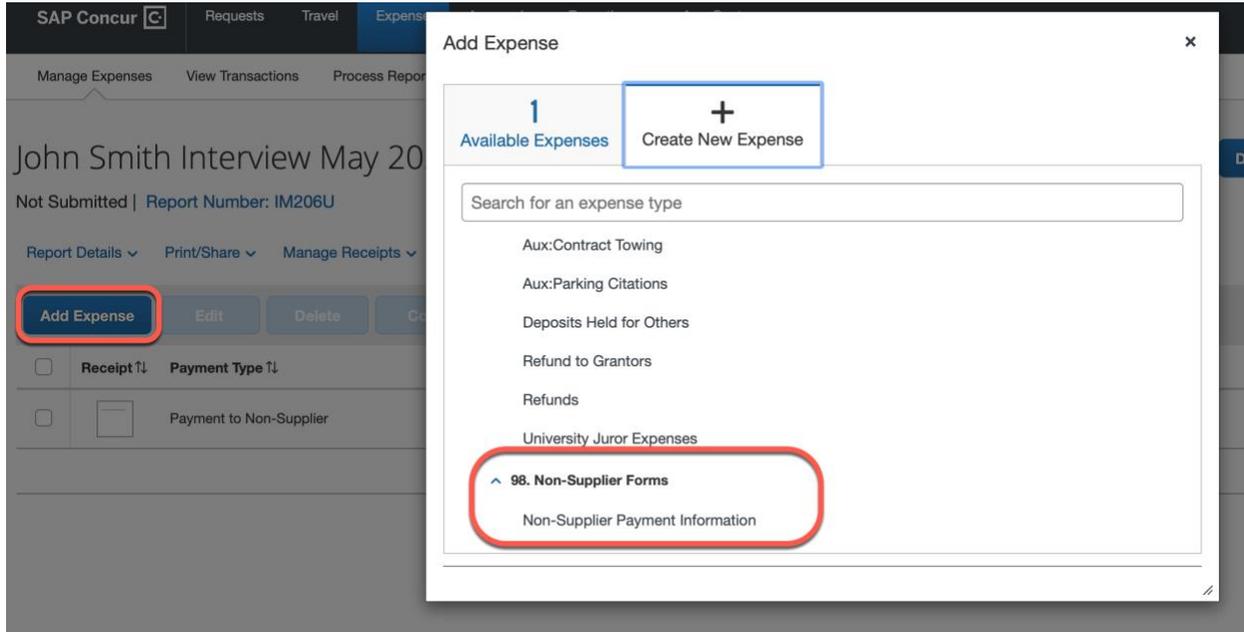
989F59FB8D2E457FB365EFD0EDAA0D...
Uploaded: 05/11/2023 7:43 PM

RECEIPT COMING SOON.pdf
Uploaded: 08/18/2022 1:12 PM

Close

Step Seven: Once you have filled out all required information on the expense and added a receipt, click **Save Expense**.

Steven Eight: Click **Add** and add the **Non-Supplier Payment Information** form. This is the form where you will enter the guest/visitor's payment information.



Step Nine: Add the guest/visitor's name and information for their reimbursement and click **Save Expense** when finished.

Note: A receipt is not required for this form.

A screenshot of the 'New Expense' form in SAP Concur. The form is divided into 'Details' and 'Itemizations' tabs, with 'Details' selected. On the right side, there are 'Cancel' and 'Save Expense' buttons, and a 'Hide Receipt' button. The form contains several required fields, marked with an asterisk: 'Expense Type' (set to 'Non-Supplier Payment Information'), 'Request Date' (05/22/2023), 'Guest / Visitor Type' (Individual), 'Purpose of Reimbursement' (Candidate Travel Reimbursement), 'Method of Payment' (Check), 'Email Address' (johnsmith123@gmail.com), 'Name of Guest / Visitor (Last, First)' (Smith, John), 'Check Mailing Address 1' (123 Tiger Way), 'City, State' (Clemson, South Carolina), and 'Zip Code' (29634). The 'Payment Type' is set to 'Payment to Non-Supplier'. On the right side of the form, there is a large red-bordered box containing an 'Add Receipt' button with an upward arrow icon. Below the button, text reads: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.'

Step Ten: Click **Submit Report** once all expenses have been added that require reimbursement. Once a report has reached all approvals in Concur it will pay out on the following Thursday.