STUDENT/GUEST TRAVEL

Appendix B

An additional guide for managing non-employee student and guest travel

Student/Guest Travel

Important: Concur expenses fall under our accountable plan and are not taxable. Use Concur for individuals <u>without</u> a contractual agreement with the University of Alaska (UA). Do not use Concur for people who are providing a service to UA and have a payment contract for that service. Those services are processed in the 3000-account code run (not travel account codes) and reported to the IRS via a 1099. If travel support is a line item on their contract, they will make their own arrangements. For questions about this, contact the Executive Officer or business manager who can determine if the traveler is a contractor.

Delegate Responsibilities

Our non-employee students and guests do not undergo travel training and are not familiar with the travel regulations, policies, and procedures set forth by UA. Therefore, it remains the delegate's responsibility to manage all portions of travel for non-employee students and guests.

Delegates are also expected to advise their non-employee travelers of UA regulations and procedures as they apply to the trip (e.g. receipt requirements, car rental rate class allowances, personal travel restrictions, etc.). Our travel regulations and procedures apply to all travelers regardless of their employment relationship with UA. (R05.020.060.A.(2))

We do not set the expectation that non-employees manage any of their travel in Concur. The only portions they are required to complete in Concur are filling out remaining profile information (e.g. TSA and emergency contacts) and students submitting the final Report.

Delegate's Primary Responsibilities

1. Initiate profile creation and provide User Admin with required information
2. Complete and submit the Request
3. Book travel from the approved Request
4. Complete the Report including make corrections if returned by the Processor

Create Concur Profile

To manually profile new users in Concur, the User Admin needs the following information about the new user:

Note: Each campus has their own method for collecting this information.

1. Full legal name as it appears on the user's photo ID (for Travel bookings)
2. Affiliation to UA (e.g. guest speaker, volunteer, student, etc.)
3. Date of birth (for Travel bookings)
4. UA ID if one exists (all UA students have a UA ID)
5. Full mailing address (necessary for issuing any travel reimbursements)
6. Preferred email address – This is assigned as the user's CTE Login
   a. Students use their alaska.edu email
   b. Guests with no email (e.g. elders) are assigned a dummy email address using their assigned UAID@alaska.edu (e.g. 31212121@alaska.edu) e74.6(e).3.2(t)-2.7(e.1(us)-6.2(e)1.