

# Non-employee Travel Authorizations

**\*\*The non-employee travel authorization is for invited guests to the university or for part-time faculty/students who do not have access to the PeopleSoft Financials system. In both cases, the authorization will be created by the faculty/staff individual in their own name.**

Creating a non-employee travel authorization from a template makes it easier for the host traveler or their delegate by having preselected expense lines. Follow the navigation below to reach the Travel and Expense Center.

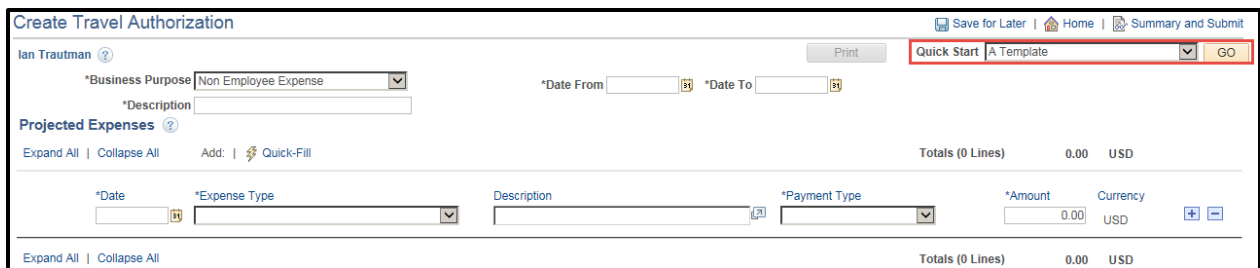
- 1) Login to the Employee Self Service module using your Bronco Net ID and password.
- 2) On the home page, select the **“WMU Travel Authorizations”** tile



- 3) On the navigation bar on the left side of the screen the **“Create/Modify”** option should be selected by default. Select the **“Add”** button to create a new authorization.



- 4) On the **“Travel Authorization Entry”** screen, select the **“A Template”** option from the drop down box under the **“Quick Start”** option.



- 5) On the ensuing screen, select the **“NONEMP”** (Nonemployee Travel Template) option.

Create Travel Authorization

Select a Template

Authorization ID NEXT

	Template	Description	Template Type
Select	CONFERGE	Conference	User Template
Select	CONFERNCE	Conference	User Template
Select	MILEAGE	Mileage Template	Public Template
Select	NONEMP	NonEmployee Travel Template	Public Template

[Return to Travel Authorization Entry](#)

- 6) On the next screen, place the date range of travel into their respective fields. You then have the option to add the airfare or nonemployee expense to the authorization rather for **“One Day”** (the beginning date of travel) or **“All Days”**. After checking the appropriate boxes, hit the **“OK”** button to proceed.

Template NONEMP      Description NonEmployee Travel Template

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**Date Range**

From 07/24/2019 To 07/27/2019

Add Expense Types:

One Day	All Days	Expense Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nonemployee Expense

OK      Cancel

- 7) Fill in the expense details as necessary making sure to include all of the expenses being paid for in the **“Nonemployee Expense”** in the **“Description”** field.
1. **Business Purpose** – **“Non-Employee Expense”**
  2. **Description** – Include non-employee name and the purpose of travel
  3. **Date range** – Dates of travel event
  4. **Expense Type** – Add domestic or international airfare, automobile mileage or automobile rental if necessary. The Nonemployee Expense type can be used for all additional expenses
  5. **Expense Description** – Include any pertinent information about that expense
  6. **Payment Type** – How the expenses are being paid
  7. **Expense Amount** – Amount approved by the department for the expense type
  8. **Billing Type** – must be **“Non-Reimbursable”** to the traveler. The department is going to reimburse the non-employee for any expenses if applicable
  9. **Originating Location & Travel To** – The city the traveler flies out of and the final destination city of travel
  10. **Merchant** – Select a **“preferred”** merchant from the drop down or type in a **“non-preferred”** merchant into the field
  11. **Accounting Details** – the fund, cost center and account of the expense

**Create Travel Authorization** Save for Later | Summary and Submit

Ashley Nugteren-Wallace Print Actions ...Choose an Action GO

\*Business Purpose Non Employee Expense 1 \*Date From 08/01/2019 \*Date To 08/03/2019 3  
 \*Description Interview for Dr. Smith 2 Reference

Notes

**Projected Expenses** Totals (2 Lines) 325.50 USD

Expand All | Collapse All Add: Quick-Fill

*Date	*Expense Type <span style="float: right;">4</span>	*Description <span style="float: right;">5</span>	*Payment Type <span style="float: right;">6</span>	*Amount <span style="float: right;">7</span>	Currency
08/01/2019	Airfare_Domestic	Airfare	Prepaid Expenditures	325.50	USD

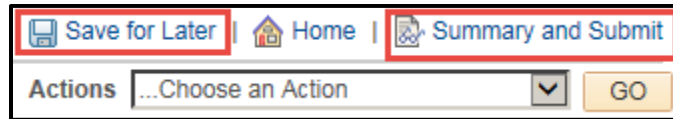
\*Billing Type NON-REIM 8  
 \*Originating Location St. Louis, MO  
 \*Travel To Grand Rapids, MI 9  
 Ticket Number  
 \*Merchant Preferred Non-Preferred 10  
 UNKNOWN

Accounting Details 11

Amount	*GL Unit	Account	Alt Acct	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product
325.50	WMICH	4359			11	6411240				

08/01/2019 Nonemployee Expense \*Hotel, Meals, Car rental Personal Credit Card 500.00 USD  
 \*Billing Type NON-REIM  
 Accounting Details

8) When you have completed all of the expense details, select **“Save for Later”** at the top right and you will be assigned an Authorization ID number. You can then select **“Summary and Submit”**.



9) On the Authorization Summary screen, add in any comments about the travel situation into the **“Notes”** field and then select the check box and hit **“Submit Travel Authorization”**.

**Create Travel Authorization** Save for Later | Home | Travel Authorization Details

Ian Trautman Print Actions ...Choose an Action GO

\*Business Purpose Non Employee Expense \*Date From 08/07/2017 \*Date To 08/10/2017  
 \*Description Interview Candidate John Smith

Totals View Printable Version Notes

Projected Expenses (2 Lines) 1,250.00 USD Denied Expenses 0.00 USD

**Total Authorized Amount 1,250.00 USD**

By checking this box, I certify these costs are reasonable estimates and comply with expense policy.  
 Submit Travel Authorization