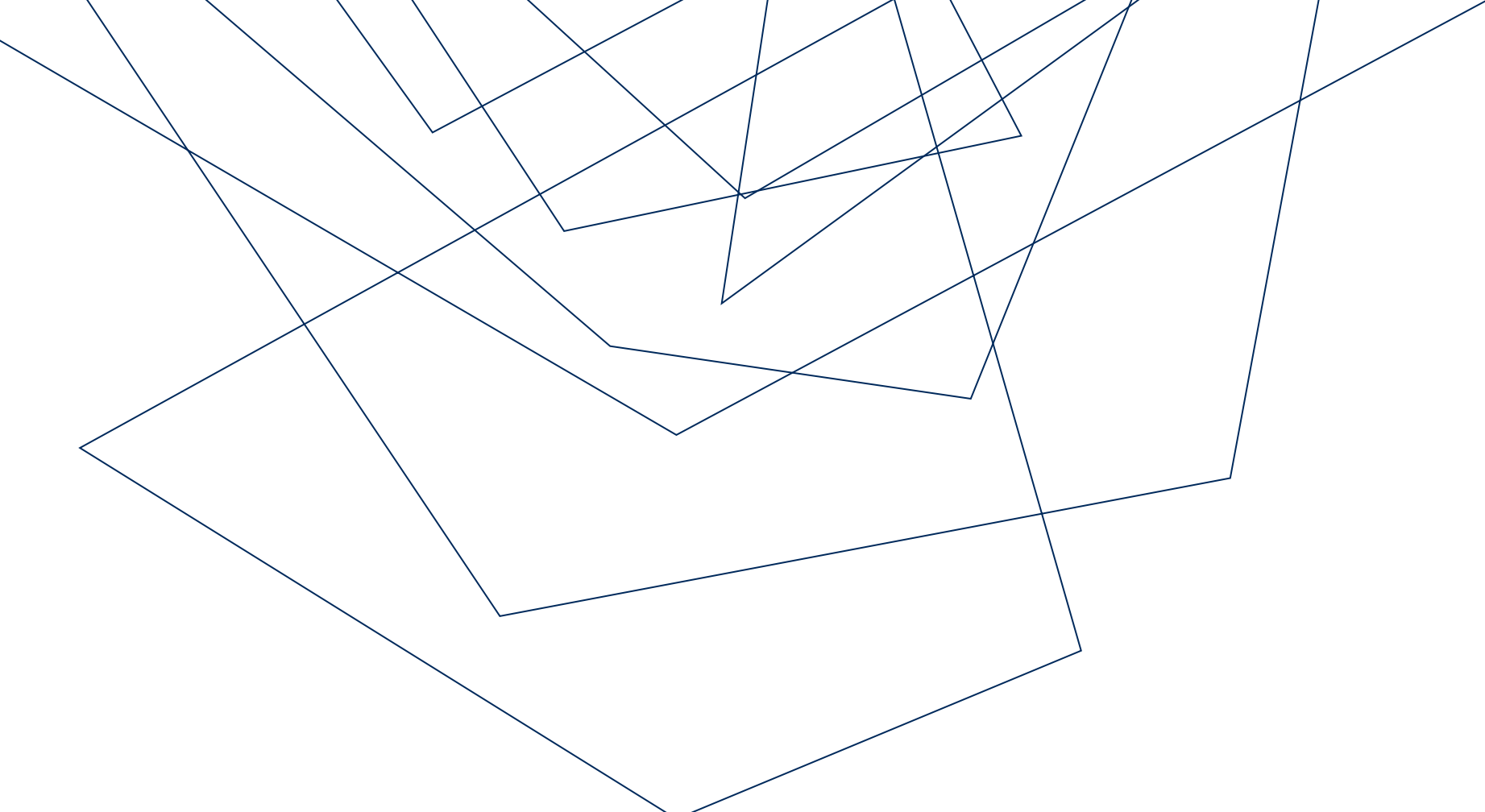
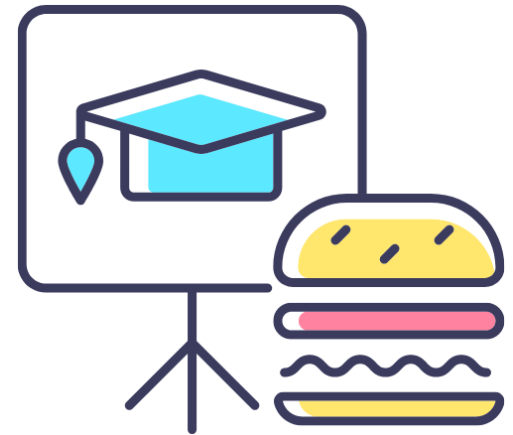




UPDATES TO THE CONCUR NON-EMPLOYEE/VISITOR PROCESS

Monthly Lunch & Learn Series presented by the **FAST Team**

May 2026



UNIVERSITY OF
TORONTO

Financial Services

PRESENTER

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SENIOR BUSINESS ANALYST (TRAINING)

Financial Advisory Services & Training (FAST)



AGENDA

- What's changed?
- Demonstration
- Q/A

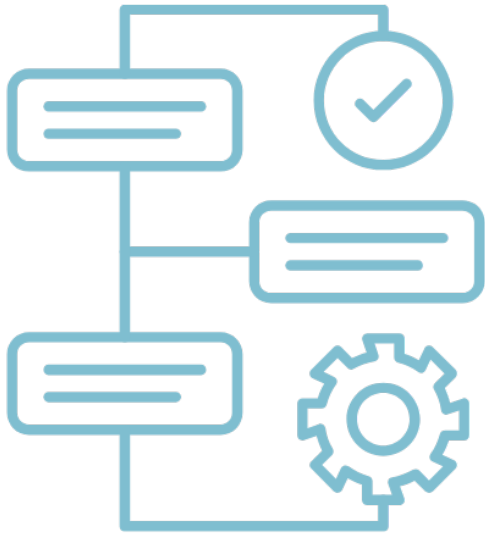


LEARNING OBJECTIVE



This session will introduce you to the recent updates (launched May 21st) to the Concur Non-Employee process that now allows claims by students to be processed through Concur by a delegate.

OVERVIEW OF THE CHANGES



As of May 21st, expense claims for all students—both with and without an active HRIS record—can be processed directly in Concur.

Students with an Active HRIS Record

There is no change for these students. Expense claims can continue to be submitted and processed as usual.

Students without an Active HRIS Record

Expense claims for students without an HRIS record can now be processed in the same way as visitor claims. When initiating a visitor claim in Concur, you will be prompted to identify whether the claimant is a visitor, student, or retiree. All subsequent steps in the process remain unchanged.

As a result, for these claimants you can either use Concur or access FIS (via FB60) directly.

 [Click here for the reference guide.](#)

Non-Employee Claimant Type *(as of May 21st, 2026)*

The screenshot displays the SAP Concur Manage Non-Employee interface. At the top, there is a navigation bar with the SAP logo and the title "Concur Manage Non-Employee". Below this, a search bar is visible with the text "Search" and a magnifying glass icon. To the right of the search bar, there are several input fields for filtering: "Editing Status:" (with a dropdown menu showing "All"), "Concur Non-Employee ID:", "Email Address:", "First Name:", and "Last Name:". A "Go" button is located to the right of these fields. Below the search bar, there is a table header for "Concur Non-Employee" with columns: "Concur Non-Emp ID", "Non-Emp Type", "Email Address", "Valid To Date", "Valid To Days", "Contact Number", and "Delegate". A "Create" button is located to the right of the table header. Below the table header, there is a message: "To start, set the relevant filters and choose 'Go'." In the foreground, a "Create" dialog box is open. It has a title bar "Create" and two input fields: "Non-Employee Type:" and "Email Address:". The "Non-Employee Type:" field is highlighted with a red border, and a dropdown menu is open below it, showing three options: "Visitor (1)", "Retiree/Emeritus (2)", and "Student (3)".

NOTE: For student claims, you can either use Concur **OR** access FIS ([via FB60](#)) directly.

Where Do You Process Claims?

Claimant Type	Currency	System
Employee	CAD	Concur
Employee	Non-CAD	FIS (FB60)
Non-Employee	CAD & USD (if mailing address is in US)	Concur (processed by an employee)
Non-Employee	EUR, HKD, JPY, SGD, USD (if mailing address is NOT in US)	FIS (FB60)
Non-Employee	All other currencies	Wire Transfer
Students (non-employee)	CAD, USD, EUR, HKD, JPY SGD	FIS (FB60)/Concur (up to department's discretion)
Students (non-employee)	All other currencies	Wire Transfer

DEMO



WHO DO I CONTACT?



For questions regarding Concur reports, please contact concur.travel@utoronto.ca.



A series of white, thin, overlapping geometric lines on a dark blue background, creating a complex, abstract pattern on the left side of the slide.

THANK YOU!