Alternative Reimbursement Methods

Objective: To help admins if a Sponsored Guest wants to be reimbursed with a check or wire transfer, either because they have a foreign bank account or due to personal preference (check only).

**Note:** Only complete these steps if you aren’t set up to be paid outside of Concur or if some of your supplier information has changed. If you are changing your supplier information and/or want to be reimbursed via check, only the first two steps need to be completed.

1. If your sponsored guest is not registered in PeopleSoft, have either you or your sponsored guest **complete** the Add as a Payee/Change Request form.

   **Note:** Not using Direct Deposit is a significantly slower process, and will greatly delay reimbursement

2. After completing the form, **send** an email to travel@slac.stanford.edu confirming your submission of the form.

   a. If you forget to email travel@slac.stanford.edu, a member of the travel team will reach out to you within a few days to confirm your submission.

   b. This will allow the travel office to go in and check the **Paid Outside Concur?** checkbox, notifying concur not to reimburse you directly.

**Note:** To clear the following exception, return to the Report Header and click save. This will only work after Travel @ SLAC has checked the **Paid Outside Concur?** checkbox. Unlike other exceptions, this one will not clear upon submission. Paid Outside Concur? Checkbox.
3. Once you have payment outside of Concur selected, you will need to select Company Paid for each expense type.

4. For Wire Transfers, make sure that your Sponsored Guest makes you a delegate in Concur, and allows you to receive emails. To set this up, use our guide to Setting up Delegates.

5. Send the traveler the Wire Transfer Form, and have them complete it.

6. When you receive your Concur Confirmation Email that indicates your sponsored guest’s expense report was approved, print it out.

7. Submit the Confirmation Email and Wire Transfer form to Accounts Payable, either via office mail (MS 16), fax at (650)-926-4248, or in person to Building 41, Cubicle 2254.