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

**Note:** Only complete these steps if you aren’t set up to be paid outside of Concur or if 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.

2. After you complete the Supplier Registration Form, a member of the travel team will reach out directly to the traveler within a few days via Secure Email to confirm the traveler’s submission. If the traveler is requesting payment via Wire Transfer, they will need to complete the Wire Transfer Form attached to the email. Please note that Sponsored Guests will need to reply directly to the secure email. For more information on receiving a Secure Email, please review Stanford IT’s guides on the topic.

3. After replying to our email, the travel office will 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.

![Expense Information](image)