

Alternative Reimbursement Methods

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



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 only the first two steps need to be completed.

1. If your Sponsored Guest is not registered in the Supplier Registration Portal, please have them register [here](#). They can reference the [U.S. Resident Payment Request User Guide](#) or the [Foreign Resident Payment Request User Guide](#).
2. If the Sponsored Guest has previously registered in the Supplier Registration portal and needs to update contact or bank information etc. please have them email travel@slac.stanford.edu.
3. After the Supplier Registration has been completed and the Department Travel Admin or Sponsor has created the Sponsored Guest account in Concur, the travel office will check the "Paid Outside Concur?" checkbox.

The screenshot shows the 'Expense Information' form in Concur. It includes fields for Employee Group, Reimbursement Currency, Traveler Type, Project, Activity, WBS, Fund, Org, Location, SSN, BUSINESS_TITLE, US Citizen/Green Card Holder?, Country of Citizenship, Medical Waiver, and Medical Waiver Expiration Date. The 'Paid Outside Concur?' checkbox is checked and highlighted with a red box.



Note: To clear the *exception* shown below, 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 exception message in Concur will not clear upon submission of the Concur Expense Report.

Expense Type	Date	Amount	Exception
N/A			Please enter your U.S. bank information for Concur direct deposit in order to proceed (Profile Settings>Expense Settings>Bank Information). After your bank info has been confirmed; or you've been set up to be "Paid outside Concur", please go back to your Report Header, click "Save", and then resubmit your expense report. If you have a foreign bank account, please contact your department admin or travel@slac.stanford.edu for further instructions.