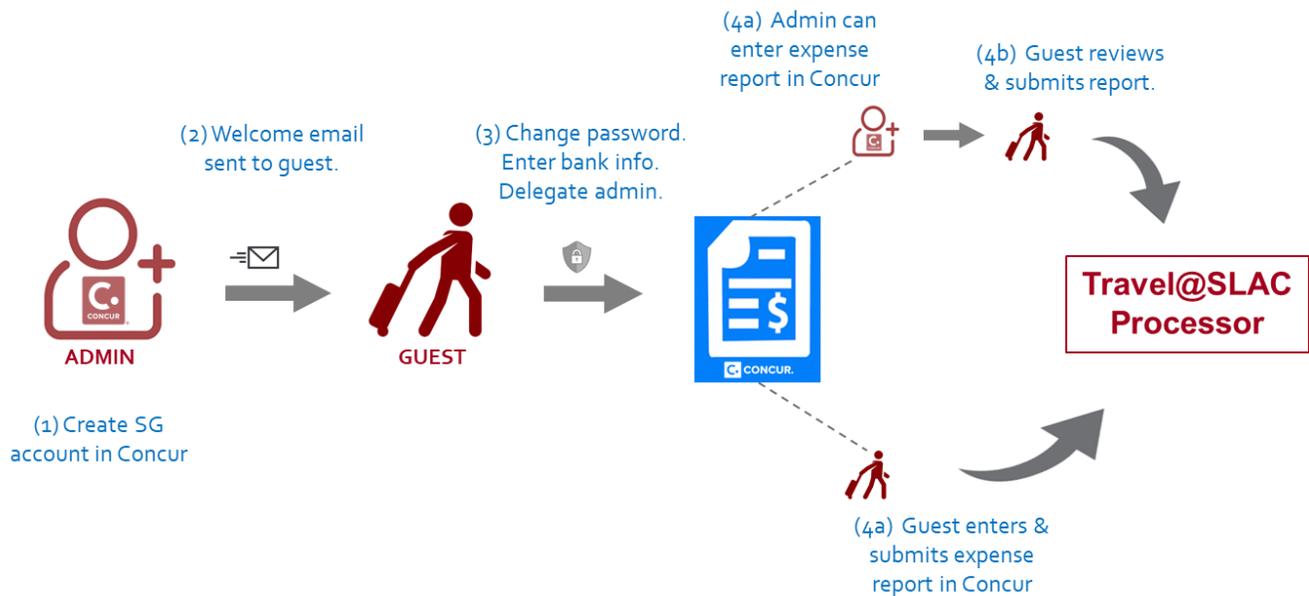


## Sponsored Guest Overview

Objective: Outline the Sponsored Guest process



1. If the Sponsored Guest already has an account, the admin will need to contact [travel@slac.stanford.edu](mailto:travel@slac.stanford.edu) to request to be added as a sponsor. If not, the Admin will need to create an account for the Sponsored Guest in Concur. For detailed step-by-step instructions, see the [Creating a Sponsored Guest Account](#) quick start guide.
2. The last stage of creating the account is to *Save and Notify User*. This will send an email to the guest, giving them a link to log in. The link will expire after 1 week. If this happens, the admin will need to set up a new password and notify the Sponsored Guest. More details are in the above [Creating a Sponsored Guest Account](#) guide.
3. After logging in, the guest will need to change their password and enter their bank info. For detailed step-by-step instructions, see the [Logging in as a Sponsored Guest](#) quick start guide.
4. During/After the trip, the expense report can be created in Concur by either the Guest or their Sponsor. For detailed step-by-step instructions, see the [Creating a Sponsored Guest Expense Report](#) quick start guide.



**Note:** While either the Sponsored Guest or Admin can complete the expense report, the Sponsored Guest is required to review the report and submit it. The final submission cannot be completed by the Admin.

5. The SLAC Travel Office will process the report, and the appropriate parties will be reimbursed.