SLAC NATIONAL ACCELERATOR LABORATORY

Employee Travel Guidelines - Fiscal Year 2026

SLAC Travel Procedures detail the processes and guidance for booking and conducting employee travel in accordance with Department of Energy (DOE) guidance, other federal requirements and applicable Stanford procedures.

Concur Travel Request

To assure reimbursement, SLAC employees request approval for a trip using the Concur and await authorization before incurring travel costs.

If your travel plans will require an exception to our travel procedures (e.g., airfare, lodging), include the appropriate documentation with your Concur Request to assure cost reimbursement for allowable official travel expenses.

Foreign Travel

To ensure timely processing, we advise submitting your foreign travel request in Concur at least **45 calendar days** before your departure date.

Booking Travel

Employee travel using DOE or SLAC funds must be booked using SLAC Travel Booking Channels for airfare, lodging and car rentals. These include:

- Egencia, and/or
- United Corporate Direct (airfare only)

SLAC Travel Card

Your SLAC Travel Card (TCard) must be used to purchase airfare, lodging, and car rentals.

Travel request approval will not be granted if the TCard is suspended.

Concur Expense Report

submit within 60 days of incurring an expense

All expenses require a clear and reasonable business purpose, proof of purchase, and proof of payment.

Type of Expense	Proof of purchase
Airfare	Itinerary, invoice, ticket
Lodging	Itemized receipt with proof of payment
Car Rental	Itemized receipt with proof of payment
Ground Transportation	Receipt
Meals	M&IE Per Diem – no receipt required
Conference	Receipt and include agenda, conference webpage screenshot and affiliated hotel list

Proof of payment can be Information included on the receipt or separate (e.g., credit card receipts, copy of canceled check, redacted bank statement)

Ground Transportation

You are expected to choose the most reasonable and economical option such as rideshare, taxi, shuttle or public transportation. If parking a Privately Owned Vehicle (POV) at the airport, choose the most economical onsite option.

Air Travel

Book air travel at the Lowest Logical Fare (LLF) on a U.S. Flag Air Carrier departing from the airport (Bay Area airport) nearest your home to the airport nearest your Temporary Duty (TDY) location.

Lodging

Book a single occupancy room at or below the Lodging Per Diem rate for your Temporary Duty (TDY) location.

Car Rental

If required for business, book an economy / compact class car rental.

Meals & Incidental Expenses (M&IE)

In lieu of reimbursement for the actual cost of meals and incidental expenses, SLAC provides a M&IE per diem. No receipts are required.

SLAC travel processes are designed with attention to DOE guidance and the provisions of FAR 31.205-46, *Travel costs*, Fly America Act, and IRS rules (see IRS Pub 463, *Travel, Gift and Car Expenses*) as well as applicable Stanford travel guidelines

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Additional Travel Resources

Learn more: https://travel.slac.stanford.edu/

Core Travel Topics

- Travel policy
- Travel Card
- Foreign Travel
- Sponsored Guests & Hosts
- Per Diem Rates

Guides & Helpful Resources

- Fly America Act & Open Skies Agreement
- Quick Start Guides
- Forms and Helpful Links
- Frequently Asked Questions (FAQ)
- Travel Announcements

Connect with Us

✉ Email travel@slac.stanford.edu for any questions or comments.

Submit a ServiceNow Ticket

Find us on **SLACK**
#slactravel

We are located at *2575 Sand Hill Road, building 41, Mail Stop 16*.

Concur	+1 (855) 895-4815
Egencia	+1 (312) 741-6713
Crisis24	+1 (443) 716-2305
JPMorgan Chase Commercial Card Services	U.S. Canada: 1-800-316-6056 International: 847-488-3748