

SLAC SPONSORED GUEST TRAVEL

Department Administrative Team Checklist

SUGGESTED TIMELINE AT A GLANCE



Send Invitation Letter

1 month or more before travel



Setup Concur Profile

1 month before travel



Verify Payment Method

1 month before travel



Submit Expense Report

30 days after travel



1 PRE-TRAVEL SETUP



Invitation Letter

- Draft Invitation Letter using [template](#)
- Email signed letter to guest

Concur Profile

(Complete promptly after invitation letter is sent)



- New Guest:**
Create [Sponsored Guest profile](#) in Concur
- Returning Guest:**
Email travel@slac.stanford.edu to reactivate existing profile



Payment Setup

- Guest has a U.S. bank account
 - Guest [adds bank account](#) in Concur after logging in
- Guest has no U.S. bank account
 - Direct guest to follow the [Foreign Resident Payment Request](#) guide

Foreign bank setup takes **14+** business days - start early.



2 BOOKING & TRAVEL ARRANGEMENTS

Option 1 Admin Books

- Book airfare, lodging, and/or car rental in [Egencia](#) using the guest's Egencia profile
- Pay with Department Travel Card ([TCard](#))



Admin has option to reserve [Enterprise Rental Car](#) through [Direct Bill Account](#)

Option 2 Guest Self-Books

- Inform the guest they may book travel independently using their own funds
- After travel, the guest must [submit a Concur expense report](#)
- If personal days are included, an [airfare comparison](#) must be documented



3 POST-TRAVEL RECONCILIATION



- Remind guest to submit their Concur expense report within **30 days** of the trip end date
- Offer to act as the guest's Concur [expense delegate](#) to help prepare their report
- Verify all expenses comply with [SLAC Travel & Expense policy, Section 5.14](#)

If a Department TCard was used:

- Admin Cardholder [reconciles TCard](#) charges in their own Concur profile
- Guest submits a separate Concur report for any remaining out-of-pocket expenses



RESOURCES

- [SLAC Travel Website](#)
- [Sponsored Guest Quick Start Guides](#)
- [Foreign Resident Payment Request](#)
- [Fly America Act & Open Skies Agreement](#)



Questions ?

Contact : travel@slac.stanford.edu