



SLAC Sponsored Guest Traveler paid through a Foreign Bank Account

Is This Guide For You?

This guide is for SLAC sponsored guests who paid travel expenses out of pocket and **do not** have a U.S. bank account.

 **This is for you if *all* apply**

- Officially invited to travel on behalf of SLAC (researcher, collaborator, or speaker)
- Paid your own travel expenses and need reimbursement
- Do not have a U.S. bank account

 **Not for you if *any* apply**

- You are a SLAC employee
- You already have a U.S. bank account – [add your U.S. bank account in Concur instead](#)


Your 5 Steps to Get Reimbursed




Don't wait - start Step 3 as soon as you have Concur access; foreign bank registration takes 14+ business days.
Step 3 resource: [Foreign Resident Payment Request User Guide \(PDF\)](#)

Need Help?

SLAC Travel Office
We're here to guide you through the travel reimbursement process.

 travel@slac.stanford.edu

 travel.slac.stanford.edu/manage-trip/sponsored-guests

Need help navigating the [PeopleSoft Supplier Registration system](#)? Email: suppliers@slac.stanford.edu