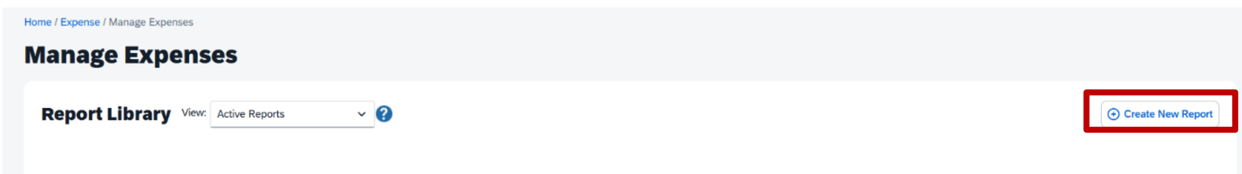
Submitting Stanford Guest House Lodging Expenses with On-site Lodging Authorization Form in Concur

About this guide
This guide explains how to submit Stanford Guest House lodging expenses with On-site lodging authorization form in Concur when payment was made with a Travel Card or personal card.

Before you begin
Have the Stanford Guest House receipt and completed SLAC On-site Lodging Form ready to attach.

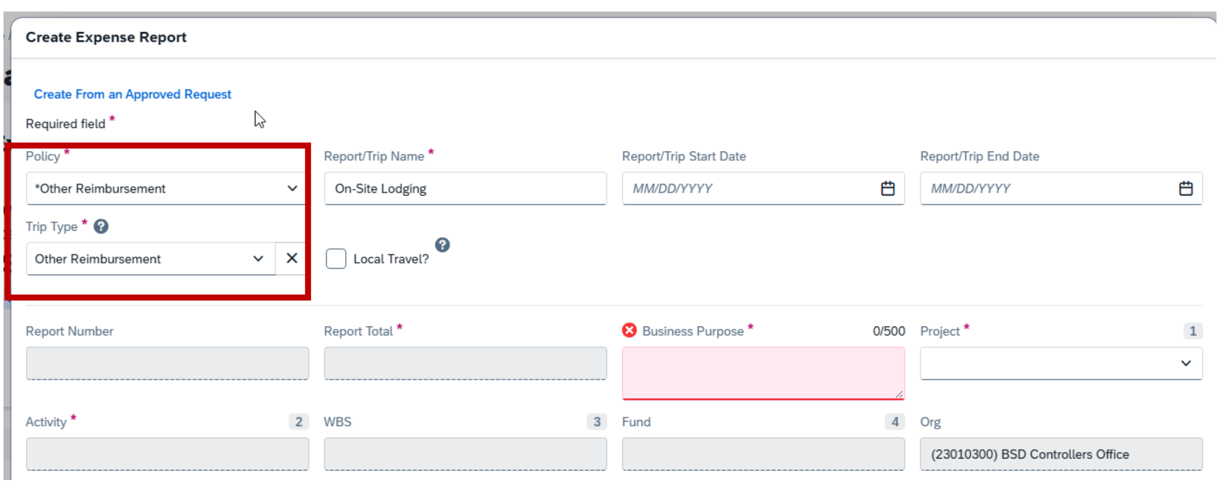
Step 1 - Create the Report

1. **Click** *Create New Report.*



Step 2 - Complete the Report Header

2. In the report header, select **Other Reimbursement** for both **Policy** and **Trip Type**. Complete all * required fields.



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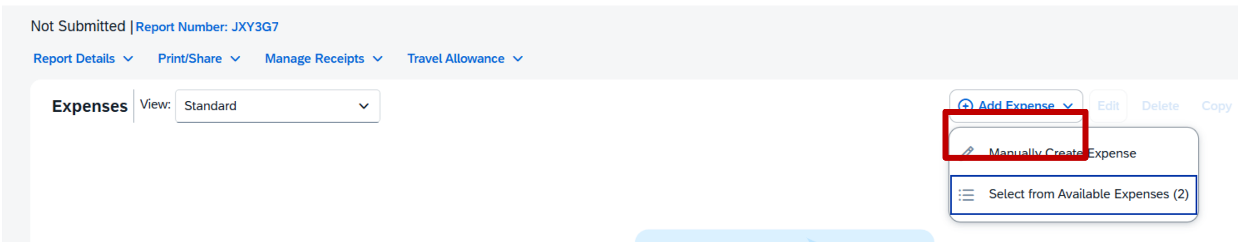
Step 3 - Add the Expense

3. **Select** *Add Expense*, then choose the option that matches the payment method:
    - **Select from Available Expenses** - for one or more Travel Card transactions.
    - **Manually Create Expense** - for lodging paid with a personal card.

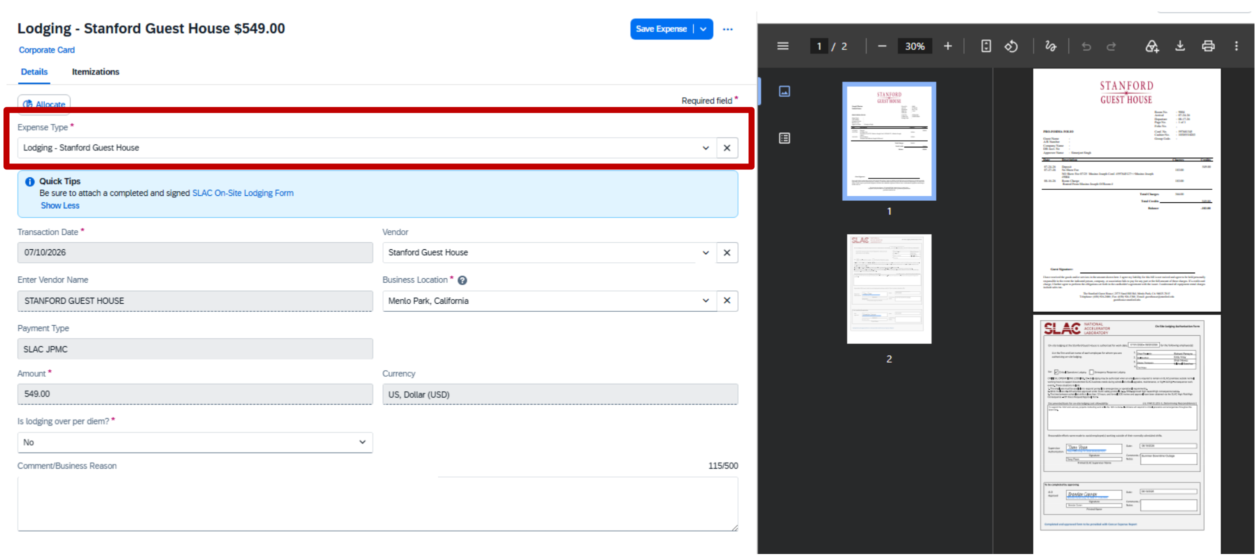


Step 4 - Complete the Lodging Expense

Travel Card (TCard)

Open the **Expense Type** dropdown and select **"Lodging - Stanford Guest House."**

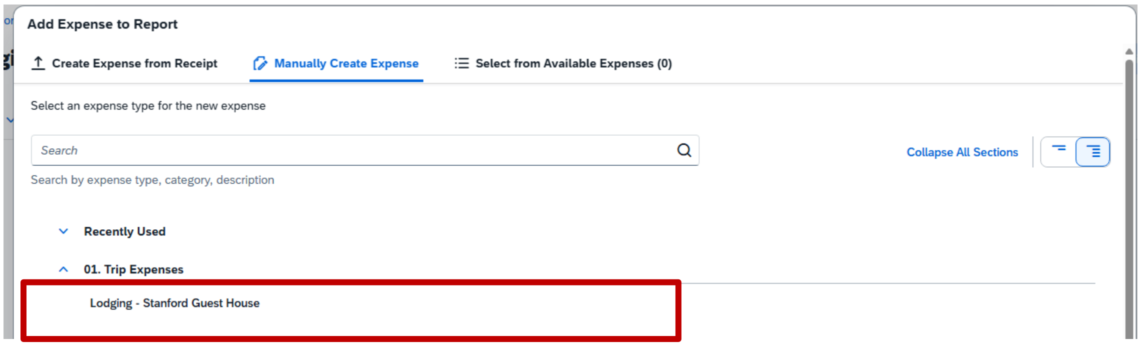
- Complete all * required fields and attach the Stanford Guest House receipt.
- Complete the [SLAC On-site Lodging Form]() and attach it to the expense report.

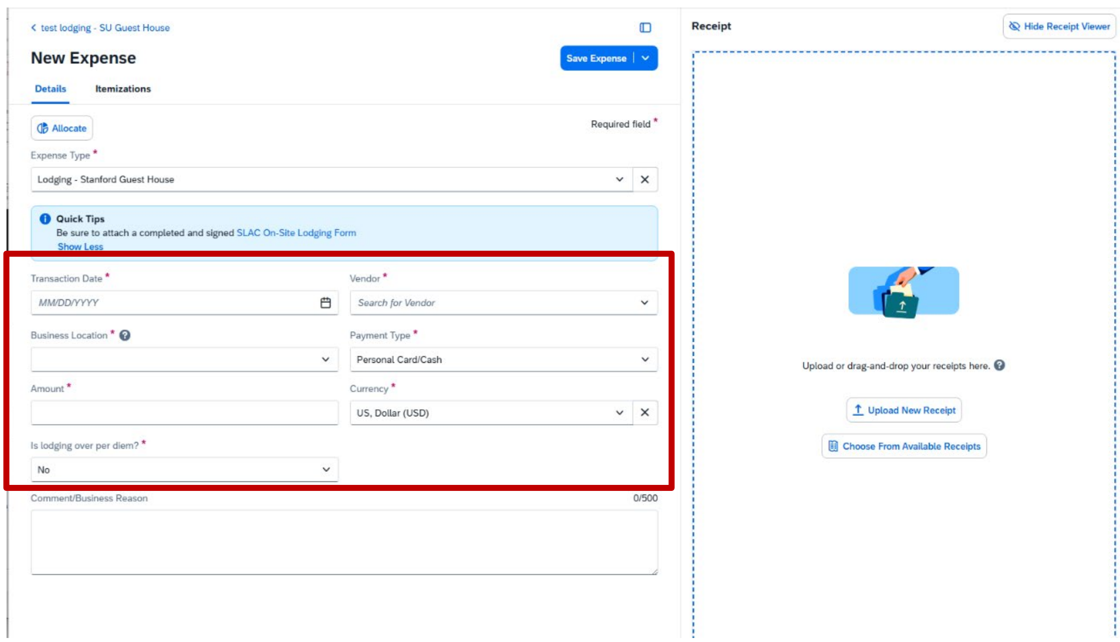


Personal Card

Open the **Expense Type** dropdown and select **"Lodging - Stanford Guest House."**

- Complete all * required fields and attach the Stanford Guest House receipt.
- Complete the [SLAC On-site Lodging Form] and attach it to the expense report.





Step 5 - Submit the Report

Submit the report after confirming that all required fields and attachments are complete.