

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*.

The screenshot shows the 'Manage Expenses' page in Concur. At the top, there's a breadcrumb trail: 'Home / Expense / Manage Expenses'. Below it, the title 'Manage Expenses' is displayed. Underneath, there's a 'Report Library' section with a 'View:' dropdown set to 'Active Reports'. On the right side of the page, a red box highlights the 'Create New Report' button.

Step 2 - Complete the Report Header

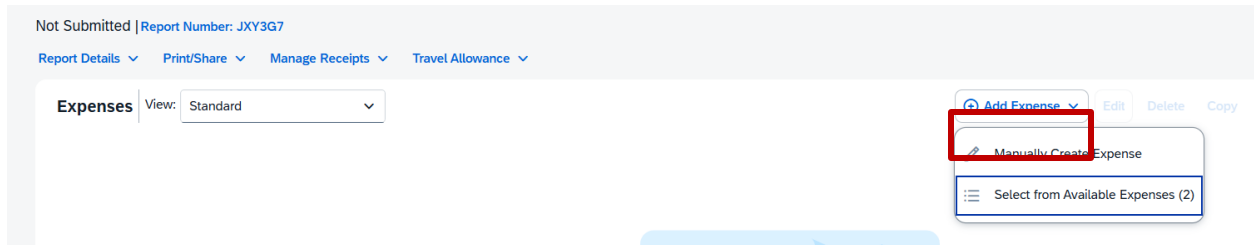
2. In the report header, select **Other Reimbursement** for both **Policy** and **Trip Type**. Complete all * required fields.

The screenshot shows the 'Create Expense Report' form. At the top, there's a link 'Create From an Approved Request'. Below it, a 'Required field *' label is shown. The form contains several fields: 'Policy *' (dropdown menu), 'Trip Type *' (dropdown menu), 'Report/Trip Name *' (text field), 'Report/Trip Start Date' (date field), 'Report/Trip End Date' (date field), 'Local Travel?' (checkbox), 'Report Number' (text field), 'Report Total *' (text field), 'Business Purpose *' (text field), 'Project *' (dropdown menu), 'Activity *' (text field), 'WBS' (text field), 'Fund' (text field), and 'Org' (text field). A red box highlights the 'Policy' and 'Trip Type' dropdown menus, both of which are set to 'Other Reimbursement'.

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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.

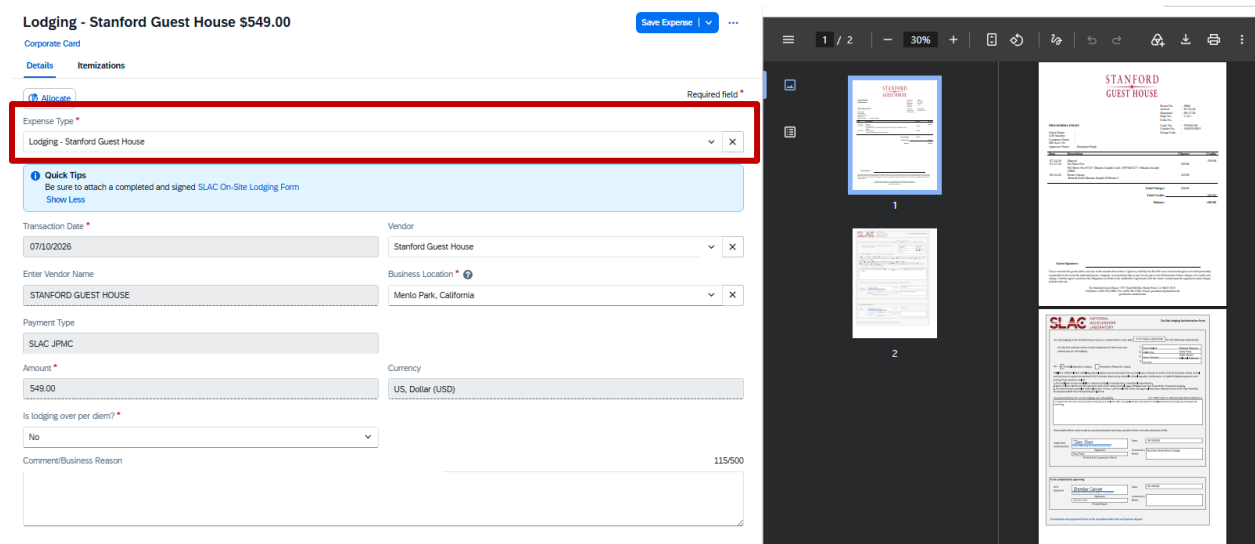


Step 4 - Complete the Lodging Expense

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.



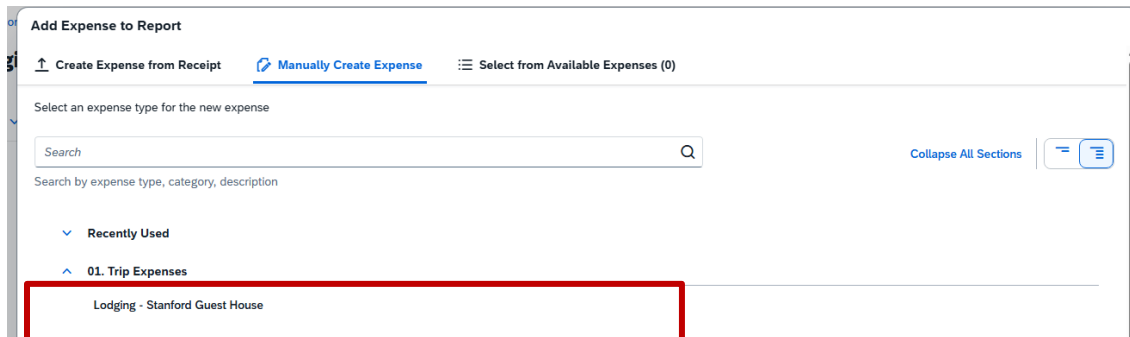
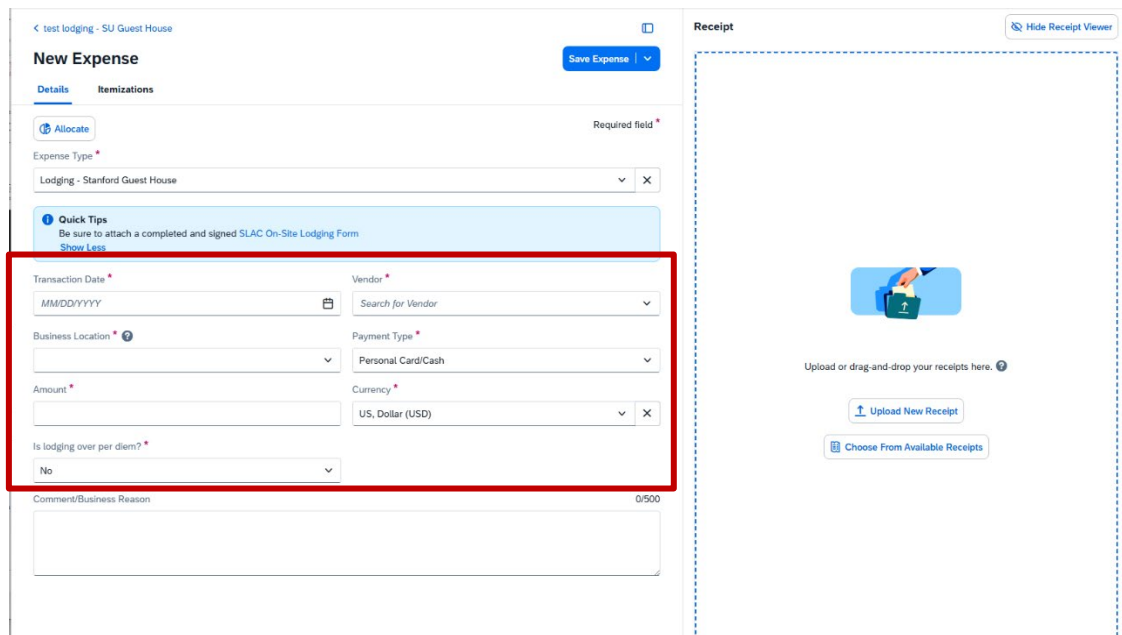
The screenshot shows the 'Lodging - Stanford Guest House \$549.00' form in Concur. The 'Expense Type' dropdown is highlighted with a red box and contains the text 'Lodging - Stanford Guest House'. Below this is a 'Quick Tips' section with the text 'Be sure to attach a completed and signed SLAC On-Site Lodging Form'. The form has several required fields marked with an asterisk (*): 'Transaction Date' (07/10/2026), 'Vendor' (Stanford Guest House), 'Enter Vendor Name' (STANFORD GUEST HOUSE), 'Business Location' (Menlo Park, California), 'Payment Type' (SLAC JPMC), 'Amount' (\$49.00), 'Currency' (US, Dollar (USD)), and 'Is lodging over per client?' (No). There is also a 'Comment/Business Reason' field. To the right of the form are two screenshots of the SLAC On-site Lodging Form, labeled 1 and 2.

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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.

