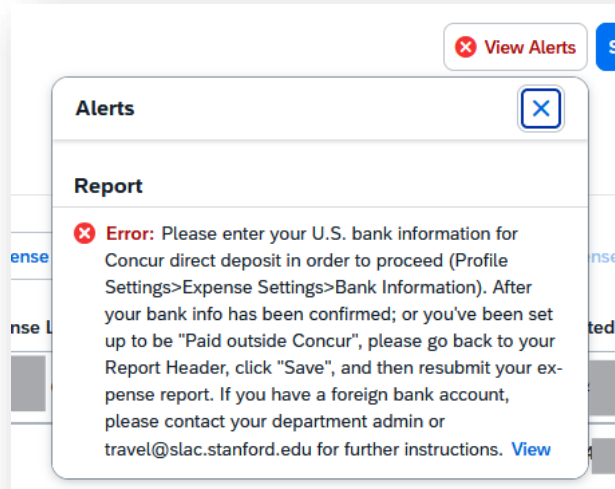


Objective: Use these steps if you receive a bank information alert after adding or updating your bank details in your Concur profile.

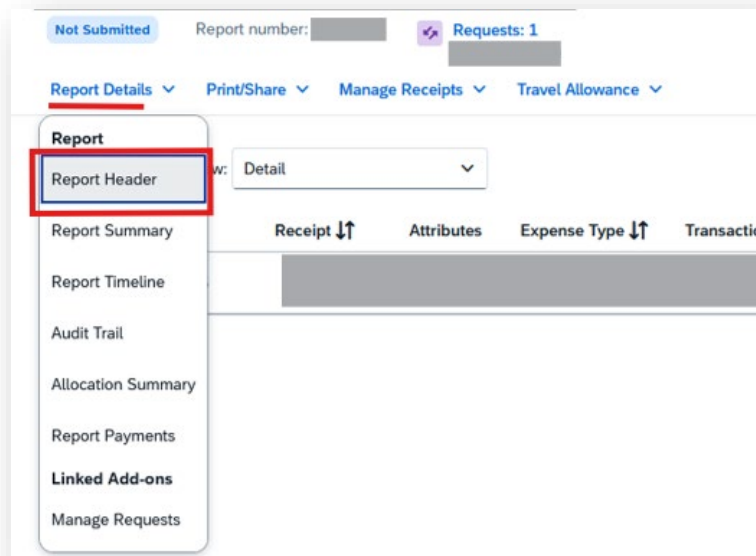
You may see this alert the first time you [add a U.S. bank account](#) or after updating your banking information.



Resolve the Alert

1. Open the expense report with the alert

Select **Report Details > Report Header**.



2. Save the Report Header

Select **Save** in the lower-right corner of the Report Header, then close the header to refresh the report and clear the alert.

The screenshot shows the SAP Concur 'Report Header' form. At the top left, a red arrow points to the 'Report Header' tab. The form contains various fields for report details, including Policy, Report/Trip Name, Report/Trip Start Date, Report/Trip End Date, Trip Type, Report Id, Report Number, Report Currency, Approval Status, Report Total, Amount Approved, Amount Due Employee, Amount Due Company Card, Total Amount Claimed, Business Purpose, Project, Activity, WBS, Fund, Org, and Location. In the bottom right corner, a red arrow points to the 'Save' button.

3. Submit the Expense Report

Select **Submit Report** to submit the expense report.

The screenshot shows a blue button with the text 'Submit Report' and three dots to its right. The button is highlighted with a red rectangular border.

Using a foreign bank account?

Sponsored guest travelers receiving reimbursement by foreign wire must complete supplier registration and Concur setup first. After setup is complete, return to Step 1 and clear the alert.

See: [Overview of Foreign Bank Account Setup Process](#)

Still seeing the alert?

- Confirm that your bank information has been verified or supplier setup is complete.
- Reopen **Report Details > Report Header**.
- Select **Save**, close the window, and submit the report again.

For assistance, contact travel@slac.stanford.edu.