

## **Getting Started**

Go to the travel site at <https://travel.slac.stanford.edu/> to access the Concur and Egencia systems and training guides.

You may also click this link to access Concur: [Click here to follow link](#).

Bookmark the login page to make it easy to launch Concur in the future.

Log in using your SLAC credentials.

If you are listed in SLAC Directory as a User or Affiliate, you can only travel as a “Sponsored Guest”. If you are in fact Stanford student or staff, please ask [Corrina Peng](#) to update your status at SLAC.

Be sure that you have a SLAC account and can log in to SLAC websites, especially Travel. If you do not yet have this, contact Corrina Peng ([cipeng@stanford.edu](mailto:cipeng@stanford.edu)) to get an account. Note that SLAC requires you to change your password every six months. If you don't check your SLAC email or have it forwarded to your Stanford email, you may miss these reminders. Also, if you don't log into or use your SLAC account for two months, it will be disabled.

For SIMES Travel, Chris MacIntosh ([macintosh@stanford.edu](mailto:macintosh@stanford.edu) or [chrismac@slac.stanford.edu](mailto:chrismac@slac.stanford.edu)) is your main travel support. [Travel@slac.stanford.edu](mailto:Travel@slac.stanford.edu) is the email for the SLAC travel department staff.

### **Enter your bank information in Profile**

Before using Concur Travel, enter your direct deposit bank information by clicking the **Profile** link at the top right of the **Concur** home page, followed by **Profile Settings>Bank Information** (left side of profile page). Travel recommends that you reference your bank information in AXESS if you will be using the same account for travel reimbursements.

N.B. You could opt to receive reimbursement by check, but this will take much longer, up to a couple of weeks longer.

### **Assign your delegate(s) in Profile**

If you assign Chris MacIntosh as your delegate, she will be able to look at and help submit your travel requests and expenses (though not your banking information, of course). Note that the one thing that cannot be delegated is the final verify and submit of an expense report.

Click on **Profile>Profile Settings>Request Delegates**. You may grant one or more of the following permissions to your delegate(s) - prepare, view, receive emails, preview or receive approval emails. Be sure to check the appropriate boxes in addition to entering the name of your delegate.

### **Enter your default Project Activity in Profile**

If you use the same P-A account for all your travel, you can set this up in your profile by clicking on **Profile>Profile Settings>Expense Information**. Click and select the corresponding Project, Activity, WBS and Fund. This optional step enables the pre-population of the related fields as you complete future travel requests. It may be helpful if you travel using the same project activity most of the time. You may

still override your default project activity in the forms whenever necessary without changing your profile information. Do not enter this information if you frequently charge to different projects.  
If you need to know your SLAC Project-Activity (P-A) code, Chris or any of the SIMES admins can help.

### **Training and Help**

On the SLAC Travel page, there are links to some very useful “Quick Start Guides”. Choose the Concur tab along top of page, then select Quick Start Guides from left side.