

Tips for Using Concur

Submit your travel request as soon as you can. Foreign trips **must** be submitted at least 45 days before the start of the trip.

Use the tabs at the top of the screen to go back to see elements of your request or expense. You can also see where in the approval process it is.

If you are traveling overseas with funding from the foreign host (whether all or partial), the code to enter is (FFUND) Foreign Funded – either start by entering “F” or scroll through the pulldown list of numerical Project-Account (P-A) numbers to the bottom. You can have another line for funding from a SLAC P-A: when entering each expense, click “Allocate” at bottom right. That will add a line where you can choose another P-A to which to charge part or all of that expense item.

Be as inclusive as necessary when entering dates and estimated expenses. It is rare to be questioned about trip expenses for trip that is shorter than pre-approved, or for which expenses are less than the amount originally requested. However, if the trip **exceeds** the pre-approved days, you may not be reimbursed!

Approval

Only when you receive an email saying your travel request is fully approved are you authorized to travel and can purchase tickets with the expectation of being reimbursed.

Egencia reservations

SLAC prefers but does not require that you buy air tickets or hotels through Egencia.

The Egencia database of SLAC travelers is updated only once a week, on Thursdays. If you get a new SLAC Windows account, you will not be able to access Egencia until after the weekly update.

Reimbursements

Airfare: you may request reimbursement for airfare after your travel request has been approved and after purchasing your ticket, but before you complete the trip. All other expenses will be reimbursed after the trip. See page 8 of Travel and Reimbursement Policy/Procedure.

Travel Allowance Itinerary

When filling out the expense report, a pop up asks if you are claiming lodging and/or meals. If you click yes, you next are presented with a ‘Travel Allowance Itinerary’ to fill in.

- Enter the city/town you leave from (e.g. Stanford, or the city you live in), not the airport.
- Enter your destination, which may or may be the same town as the airport you fly to.
Example: Leave from Palo Alto. Arrive Brookhaven (not New York City)
- Click “Save”. Do not click “Next” as that bypasses the ability to enter your return segment.
- After you click “Save” you should see a screen to enter your return details. Or the next leg of your trip if you are spending time in multiple places.
- When all your travel segments are entered, then click “Next”.

Overnight Travel within 50 miles of SLAC

E.g. to LBNL requiring overnight stay, e.g. for beamtime.

See [this page](#) on SIMES website (Intranet tab, then travel page).

Foreign Travel

The Travel Request must be submitted at least 45 days before the start of the trip. In 2018 the list of countries requiring additional risk training has been expanded. Check to see what additional step may be required for the country you will visit. See <https://travel.slac.stanford.edu/travel-resources/foreign-travel> .