

VANDERBILT UNIVERSITY TRAVEL
GUEST TRAVEL COORDINATOR APPLICATION

For use in the Concur online booking tool

APPLICANT INFORMATION

First Name	Last Name	Business Phone Number ()
VUNet ID	E-Mail Address	Employee ID (7 digits)
Department Name	Work Unit Number	

Check to confirm that your Concur profile has been completed.

Check to confirm that you have reviewed the Guest Travel online module in the Learning Exchange.

Business purpose for guest booking:

I understand that by accepting this privilege I am responsible for the following PRIOR to making any travel arrangements of behalf of any Non US Citizen:

- Confirming the country of citizenship for every traveler
- Confirming that all Non US Citizens have completed and filed all required documentation with the Vanderbilt International Tax Office (ito@vanderbilt.edu)
- Receiving (in writing) approval from the Vanderbilt International Tax Office to pay for expenses on behalf of any Non US Citizen traveler
- Understanding and communicating the full tax liabilities to every Non US Citizen traveler

I have reviewed and understand the Vanderbilt Travel & Business Expense Policy, the One Card Policy, my school/division, and departmental policies. I am responsible for remaining current on all these policies as they relate to the Concur & Oracle systems and use of the One Card. As part of this privilege, I understand I will also receive and be responsible for a One Card and cannot book travel for another Vanderbilt employee. I have completed that application and signed the One Card Cardholder Agreement.

APPLICANT SIGNATURE

Signature of Applicant	Date
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DEPARTMENT APPROVER (Optional)

Approver Name (Please Print)	Approver Signature	Date
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HCM APPLICATION APPROVER (Required)

HCM Application Approver Name (Please Print)	HCM Application Approver Signature	Date
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CONTACT INFORMATION (E-mail approved application to address below)

Travel Team, Baker Building PMB 407836 Nashville, TN 37240-7836 110 21st Avenue South, Suite 900	tel: 615.343.6601 email: travel@vanderbilt.edu
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Travel Team Use Only:

Application Processor Signature	Date	Application Reviewer Signature	Date
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