A Guest Travel Coordinator (GTC) is a Vanderbilt employee who makes travel reservations on behalf of any individual who is traveling on Vanderbilt business but does not have a Concur profile. To obtain the GTC privilege, refer to the instructions on the Guest Travel Coordinator page of the Travel Team website.

Making Travel Arrangements for a Guest Traveler

**Step A: Gather personal information and determine method for booking**

Prior to making any arrangements, the GTC should determine the guest’s trip purpose and gather the personal information needed for booking in order to determine the appropriate booking method:

<table>
<thead>
<tr>
<th>Guest type and trip purpose</th>
<th>Full name per photo ID</th>
<th>Email address</th>
<th>Mobile phone</th>
<th>Gender</th>
<th>Date of Birth</th>
<th>Citizenship</th>
<th>Booking Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visitor, alumni, guest speaker or student</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>yes**</td>
<td>• Domestic trip: GTC books online in Concur application (See Steps B &amp; C below for details)</td>
</tr>
<tr>
<td>Candidate for employment</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>no*</td>
<td>no*</td>
<td>no*</td>
<td>• International trip: GTC contacts World Travel agent to book</td>
</tr>
</tbody>
</table>

* Due to anti-discrimination laws, Vanderbilt should not request certain personal information from candidates for employment. The candidate should contact the travel agency directly to book his/her travel and provide the information, and then the itinerary will be made available to the GTC in Concur for tracking and expense reporting purposes.

** The GTC must consult with Vanderbilt’s International Tax Office (ITO) and receive its approval in advance of purchasing any travel for a non-US citizen.

**Step B: Search for travel arrangements on behalf of the guest**

1. Login to Concur using the link at vanderbilt.edu/ebiz/. In the Trip Search box on the Home or Travel tab, click Book for a guest.
2. The Trip Search box will now indicate you are Booking for a guest.
3. Enter the travel dates and air, hotel, and/or car rental criteria, as applicable, into the Trip Search box. Then click Search.

**Step C: Enter detailed guest info, payment info and confirm itinerary**

1. On the screens that follow, you will be prompted to confirm guest type, guest email, citizenship, and ITO approval.
2. You will also enter the detailed guest name and other information. Note that you may enter the GTC email address in order to receive the itinerary.
3. When prompted to Select a Method of Payment, choose your One Card from the drop-down menu. Be sure to label your One Card clearly in your profile to ensure you select the correct card.

*GTCs must add the One Card to their Concur profiles in order to make arrangements for Guest Travelers. Instructions: Quick Guide: Updating Your Concur Profile.

Expense Reporting: GTCs must report all One Card charges for guest travel through the Oracle Cloud Expenses module – expense resources are available on the SkyVU website.

Last updated: 09/17/2018