

Solutions for Student Travel

Student who:	PRIOR TO CONCUR: booked and paid for their own travel and got reimbursed through Disbursements	PRIOR TO CONCUR: Vanderbilt booked and paid for their travel on a PCard
<p style="text-align: center;">is not an employee OR is an employee AND is NOT able to log into Concur</p>	<p>This has not changed. They will not use World Travel or Concur at this time. They continue to use the student travel form.</p>	<p>A Vanderbilt employee with a complete Concur profile will need the Guest Travel Coordinator (GTC) role and a T&E card to be able to book and pay for travel on behalf of the student. Any out of pocket expenses will be submitted for reimbursement using the student travel form.</p>
<p style="text-align: center;">is an employee AND IS able to log into Concur</p>	<p>The employee will log in and complete their Concur profile. Their travel will be booked through World Travel/Concur and expensed through Concur.</p>	<p>The employee will log in and complete their Concur profile. Their travel will be booked through World Travel/Concur and expensed through Concur.</p>