

# 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)

Work Unit Name Work Unit Number

Check to confirm that your Concur profile has been completed.

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

### DEPARTMENT APPROVER (Optional)

Financial Unit Manager (FUM) (Please print) Financial Unit Manager (FUM) Signature Date

### HCM APPLICATION APPROVER (Required)

Business Unit Approver (Please Print) Business Unit Approver Signature Date

### CONTACT INFORMATION (Email approved application to address below)

Vanderbilt University Finance  
Travel team  
110 21st Ave S, Suite 900 (Baker Building)  
Nashville, TN 37203

tel: 615.343.6601  
email: [travel@vanderbilt.edu](mailto:travel@vanderbilt.edu)

Travel team use only:

Application Reviewer Signature Date (revised 1.15.19)