

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:

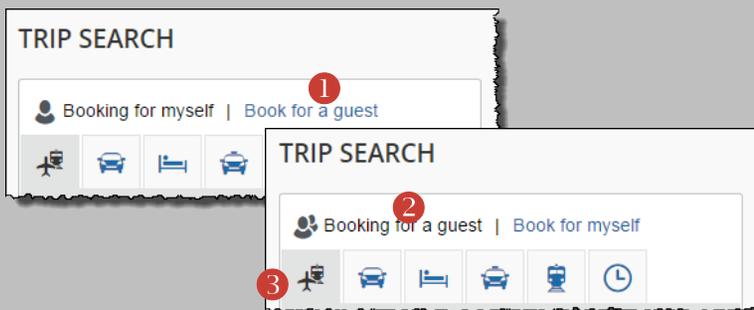
Guest type and trip purpose	Full name per photo ID	Email address	Mobile phone	Gender	Date of Birth	Citizenship	Booking Process
Visitor, alumni, guest speaker or student	yes	yes	yes	yes	yes	yes**	<ul style="list-style-type: none"> • Domestic trip: GTC books online in Concur application (See Steps B & C below for details) • International trip: GTC contacts World Travel agent to book
Candidate for employment	yes	yes	yes	no*	no*	no*	<ol style="list-style-type: none"> 1. GTC contacts World Travel to provide the candidate’s name and travel dates (domestic or international trip) 2. GTC provides World Travel contact info to the candidate who then books travel directly with an agent

* 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.

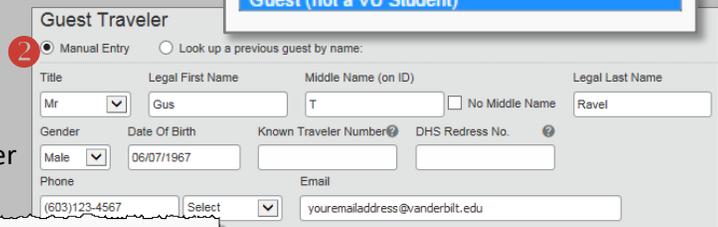
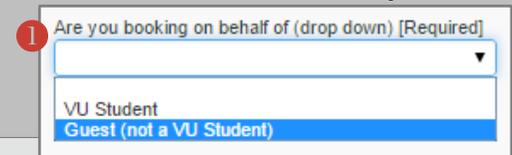
Step B: Search for travel arrangements on behalf of the guest

- 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](#).