A Guest Travel Coordinator (GTC) is a Vanderbilt employee who makes travel reservations and completes the related expense report on behalf of any individual who is traveling on Vanderbilt business but does not have a Concur profile. These Guest Travelers may be visitors, alumni, speakers, non-employee students or other guests of Vanderbilt. To obtain the GTC privilege, refer to the instructions on the Guest Travel Coordinator page of the Travel Team website.

Note that travel arrangements for employment candidates may not be reserved online. Contact CTM at (866)303-1019 to provide the candidate’s name and travel date(s), and then ask the candidate to call CTM directly to book their travel.

Making Travel Arrangements for a Guest Traveler

Step A: Search for travel arrangements on behalf of a guest

1. Login to Concur 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 B: Enter detailed guest information, confirm payment, and select travel arrangements

On the screens that follow, you will be prompted to enter additional guest information and payment information. Then you will review and select the desired travel arrangements in the same manner as for a Vanderbilt employee.

1. Indicate whether the guest booking is for a Vanderbilt student or other guest.
2. Indicate whether the traveler is a US Citizen.
3. If the guest is not a US Citizen, you must obtain approval in advance from the Vanderbilt International Tax Office. Tickets may not be issued until this approval has been received.
4. In the Guest Traveler section, enter the guest’s name (per their travel documents), gender, date of birth, and contact phone number. Then enter the GTC’s email address to ensure travel confirmation is received. The GTC should then forward the itinerary to the Guest Traveler.

5. Under Select a Method of Payment, use the drop-down menu to select your T&E Card to pay for the travel. If you have more than one credit card in your Concur profile, label your T&E Card clearly to ensure you select the correct card.
6. SELECT A METHOD OF PAYMENT

A GTC must include his or her T&E Card in the Concur profile in order to be arrangements for Guest Travelers. Refer to the Quick Guide: Updating Your Concur Profile for instructions.
A **Guest Travel Coordinator (GTC)** must complete the expense report for any guest travel that they arrange. Note that if the guest incurs out-of-pocket expenses that must be reimbursed, these may not be expensed in Concur and should be submitted for reimbursement via check request.

In addition, although travel for **employment candidates** may not be arranged online in Concur, an expense report must be completed through Concur for any candidate travel arrangements booked via CTM and charged to a **T&E Card**.

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### Preparing an Expense Report following Guest Travel

**Step A: Login to Concur and confirm you are administering for Yourself**

As a GTC, you will prepare and submit an expense report for the guest’s travel through your own Concur profile.

Login to Concur at [vanderbilt.edu/ebiz/](http://vanderbilt.edu/ebiz/) and confirm you are working in your own Concur profile as indicated by the **Hello** message at the top left corner on the **Home** tab.

**Step B: Select the Travel & Entertainment Card (T&E Card) expenses to include in the report**

1. On the **Expense** tab, a list of available T&E Card charges will be displayed under **Available Expenses**.
2. Click the check box next to each expense you wish to include in the expense report.*
3. Click the **Move** button and select **To New Report** from the drop-down menu to create a new expense report.

**Step C: Create and Submit the Expense Report**

1. Complete the **Report Header**, including guest information in the descriptions. Then click **Next**.
2. The expense report will be created. The report will automatically include the expenses selected in **Step B**.

Complete the expense report in the same manner as an expense report for a Vanderbilt employee. Once the report has been completed, click **Submit Report** to forward the report to your **Expense Report Approver (ERA)**.

Please refer to online training module titled **Demonstration of Concur Travel and Expense** (available in the **Learning Exchange**) for additional instructions on preparing an expense report.

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*Note: if a guest incurs additional out-of-pocket expenses, those amounts must be reimbursed via check request.*