

VANDERBILT UNIVERSITY MEDICAL CENTER PAYMENT CARDS

GUEST TRAVEL COORDINATOR PRIVILEGE APPLICATION

For use in the Concur online booking & expense reporting tool

GUEST TRAVEL COORDINATOR APPLICANT INFORMATION:

First Name	Last Name	Business Phone Number ()
VUMCnet ID	E-Mail Address	Employee ID (7 digits)
Home Department Name	Home Department Number	

Check to confirm that your Concur profile has been completed & eReceipts have been enabled.

Check to confirm that you have reviewed the Guest Travel online module in the Learning Exchange.

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
- 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 VUMC Travel Policy, the Payment Cards Policy, my school, division, and departmental policies. I am responsible for remaining current on all these policies as they relate to the Concur system and use of the Travel & Entertainment Card. As part of this privilege, I understand I will also receive and be responsible for a Travel & Entertainment Card and cannot book travel for another VUMC employee. I have completed that application and signed the Cardholder Agreement.

APPLICANT SIGNATURE

Signature of Applicant _____ Date _____

DEPARTMENT APPROVER (Optional)

Approver Name (Please Print) _____ Approver Signature _____ Date _____

PRIVILEGE APPROVER (Required)

Privilege Approver Name (Please Print) _____ Privilege Approver Signature _____ Date _____

CONTACT INFORMATION (Send approved application to address below)

Travel Team
1301 Medical Center Drive, TVC B706-A
Nashville, TN 37232-5336

tel: 615.936.1295
email: vumctravel@vanderbilt.edu

Travel Team Use Only:

Application Processor Signature _____ Date _____ Application Reviewer Signature _____ Date _____