

Guest Travel Coordinator (GTC): Booking Travel

A **Guest Travel Coordinator (GTC)** is a VUMC employee who makes travel reservations and completes the related expense report on behalf of any individual who is traveling on VUMC business but does not have a Concur profile. These **Guest Travelers** may be visitors, alumni, speakers, or other guests of VUMC. To obtain the GTC privilege, refer to [Guest Travel Coordinator Privilege Application](#) on the Travel and Payment Cards webpage.

Note that travel arrangements for **employment candidates** may not be reserved online. Contact **World Travel** at **(800)251-9047** to provide the candidate's name and travel date(s), and then ask the candidate to call **World Travel** directly to book their travel.

A GTC must include their **T&E Card** in the Concur profile in order to make arrangements for **Guest Travelers**. Refer to the [Quick Guide: Updating Your Concur Profile](#) for instructions.

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

1. Login to Concur from **The Hub > Get Help > Book Travel**.
2. In the **Trip Search** box on the **Home** or **Travel** tab, click **Book for a guest**.
3. The **Trip Search** box will now indicate you are **Booking for a guest**.

Enter the travel dates and air, hotel, and/or car rental criteria, as applicable, into the **Trip Search** box, then click **Search**.

***Note:** Only domestic travel arrangements for guests should be made online in Concur. Arrangements that include an international origin or destination should be made with a World Travel agent by phone at **(800)251-90470**.

Step B: Enter detailed guest information, confirm payment, and select travel arrangements

On the screens the 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 VUMC employee.

4. Indicate whether the guest booking is on behalf of a US citizen.
5. If the guest is **not** a US Citizen, you must obtain approval **in advance** from the **VUMC International Tax Office**. Tickets may not be issued until this approval has been received.
6. Enter the supervisory organization that is responsible for this guest's travel.

7. In the **Guest Traveler** section, enter the guest's name (per their travel documents), gender, date of birth, and contact phone number.
8. For domestic travel, you may enter the **GTC's** email address to ensure travel confirmation is received. The **GTC** would then forward the itinerary to the **Guest Traveler**.