

Checklist for Guest (speakers, visitors, interview candidates) Travel

Check with a guest travel coordinator to book flight and hotel for the guest through Vanderbilt's online booking tool or travel agency. A guest travel coordinator is a Vanderbilt University staff member who has been granted the role to coordinate travel arrangements on behalf of the guest. Please refer to [Guest Travel Coordinators List](#) to see who has the guest travel coordinator role. If it is not clear who on the list you should ask to coordinate, please ask the head of your Pod for guidance.

For speakers and visitors, full name per photo ID, email address, mobile phone number, gender, date of birth and citizenship status information is needed to book flight. Emergency contact information (must be someone not traveling); any frequent flyer or known traveler ID are also needed.

For candidates for employment, full name per photo ID, email address and mobile phone number information is needed. Due to anti-discrimination laws, Vanderbilt should not request certain personal information from candidates for employment. The guest travel coordinator informs the travel agency of the candidate and the candidate contacts the travel agency directly to book travel.

World Travel Agent Assistance:

- During business hours (7:00am-6:00pm EDT) dial (877) 271-9258 or email vanderbilt.travel@worldtrav.com
- After business hours or for emergencies dial (865) 777-1600, Code W-7CD.

Provide the billing account information (POET/COA) to the guest travel coordinator and the guest travel coordinator submits an expense report, since the guest travel coordinator uses his/her One Card to pay for the flight and hotel reservations.

If the guest is seeking a reimbursement for other expenses incurred during the travel (i.e., meals, transportation, parking, etc.) or if an honorarium is offered, he/she is required to register as a supplier in VU Oracle system. Staff can send an invitation email for the supplier registration portal link <http://vu.edu/newsupplier> to the guest. Effective from November 15, 2021, there is an option for procurement requester to register a guest as the supplier in Oracle on behalf of the guest. This can be done in Purchase Requisitions by choosing Request New Supplier option under More Tasks. W9 and ACH forms are required.

When the guest is registered in Oracle system, you must collect all the necessary receipts/documents from the guest and submit a Non-PO payment request in Oracle Procurement for the reimbursement/honorarium.