

NEW TRAVEL PROGRAM  
Effective July 30, 2013

On July 30<sup>th</sup>, Vanderbilt will implement a new travel system that will be accessible for staff and faculty to use when making travel arrangements and completing requests for expense reimbursements. All business travel will be booked either in Concur (tool) or through Polk CTM (travel agency partnering with Concur). All expense reporting and reimbursement will also be through Concur.

Some of the advantages of this new system are 24/7 Online Access, faster reimbursement for travel expenses, VU discounts pre-loaded into the system, stranded traveler support from Polk CTM, easily created expense reports, and mobile app features and benefits.

The first step in this new process (on or after July 30<sup>th</sup>) is to enter a completed profile in the system online at <https://www4.vanderbilt.edu/travel/>. Profiles will be prepopulated with faculty and staff names from Vanderbilt's PeopleSoft system. Travelers will need to be sure that the name on the profile matches the name on their travel documents (driver's license or passport). This is very important to ensure that airline tickets are completed accurately. Information needed to populate profiles include (1) date of birth (2) gender, (3) default cost center (3056500001 for Radiology Faculty and Staff) (4) routing number and account number for personal checking account to support direct deposit of reimbursements, (5) personal credit card information for booking hotels and rental cars, and (6) designated Assistant/Travel Arranger (Booking on another's behalf) and Delegates (creating an expense report on another's behalf).

The new system, powered by Concur provides a one-stop online tool for travel booking and business expense reporting and features best-in-class technology and faster reimbursement times. **BEGINNING JULY 30<sup>TH</sup>, ALL BUSINESS TRAVEL FOR FACULTY AND STAFF MUST USE THE CONCUR TOOL TO BOOK BUSINESS TRAVEL AND SUBMIT REQUESTS FOR REIMBURSEMENT OF BUSINESS RELATED TRAVEL EXPENSES.**

With the new travel system, faculty and staff can view all flight, hotel and ground transportation options when making travel plans. It is important to note that the flight options will now include Southwest Airlines. Airfares will be direct-billed to Vanderbilt at the time of booking in Concur, rather than requiring payment by the traveler at the time of the purchase. The expense reimbursement process is simplified, as the Concur tool provides a list of all travel plans and expenses. Reimbursements will be direct-deposited into the traveler's bank account within days of the electronic approval of their expense report.

Training: Role-based training is available at the link below:

<https://www4.vanderbilt.edu/travel/>

This site provides links for training and other information as well as role specific recommendations and Concur quick reference guides and additional training resources (video and PDF).

Steps to Book Travel:

1. Complete Profile on or after July 30<sup>th</sup> and prior to first entry for scheduling travel.
2. Complete and sign department travel request and scan, e-mail, fax or hand deliver to Judy Bourgoin
3. Go into Concur and book travel (you may want to work with your assistant if she/he is designated as an Assistant and Travel Arranger).