

Faculty – Staff – Post Docs

Global Safety Checklist for International Travel

VTRAC: vtrac@vanderbilt.edu

Global Safety: globalsafety@vanderbilt.edu

VIRT 24/7: +1 615 322 2745

Vanderbilt Travel Risk Assessment

Committee (VTRAC) Request

- All Faculty and staff (including Post Docs) traveling internationally are strongly encouraged to submit a [Faculty/Staff VTRAC Request Form](#)
 - 30 days prior to travel
- Faculty and staff traveling with a student group are **required** to submit [Faculty-Led Travel Request Form](#) 30 days prior to travel
- Review the [Faculty & Staff Travel and Expense Reporting Policy](#)

Vanderbilt Incident Response for Travel (VIRT)

VIRT connects VU travelers -- students, staff, and faculty -- to resources and safety-related guidance while they are away from campus. This includes connecting with appropriate healthcare abroad, guiding you in using international medical insurance, emergency response, and coordinating a medical emergency or evacuation from abroad. ([VIRT Incident Levels & Response Procedure](#))

- Register with the US Department of State [Smart Traveler Enrollment Program \(STEP\)](#)
- Contact VIRT 24/7: +1 615-322-2745
 - **For Emergencies:** contact the VIRT phone number then tell the VU public safety dispatcher that you want to report an issue to VIRT, and you will be routed to the person on-call.
 - **For non-emergencies:** email VIRT@vanderbilt.edu

Travel Registration – ANVIL International Security Provider

- *If your trip was NOT booked through WORLD TRAVEL*, Vanderbilt's travel agency via Concur/phone/email, please forward your original flight itinerary from your airline to VanderbiltTrip@anvilgroup.com
 - Itineraries booked through the Concur/World Travel service are automatically enrolled in our travel registration system and do not need to be emailed to Anvil
 - Contact the [Office of Global Safety](#) if you have problems with this process

Safety Considerations

- Health care capacity and access worldwide continue to be limited and inconsistent due to COVID-19. Minor medical issues can quickly escalate.
- Travel should only be considered to locations where you can demonstrate strong in-country contacts and a high level of on-site support.
- Proactive communication with the [Office of Global Safety](#) and familiarity with the travel itinerary will help us respond more effectively if an incident occurs.
 - Travel risk briefs are available from global safety upon request, contact globalsafety@vanderbilt.edu for more information.

GeoBlue Insurance

- All Vanderbilt faculty and staff are encouraged to enroll in GeoBlue (click the link below to begin enrollment)
 - [GeoBlue Enrollment Page](#)
 - Use VU Group Code: **KXP-37915**
- Centers For Disease Control (CDC) Information
 - Read the [CDC's list of recommendations and requirements](#) for your destination(s).
- Visit a healthcare provider for a travel consultation and receive all recommended vaccines prior to travel
 - [Vanderbilt Occupational Health Clinic](#)

Additional Travel Considerations

- Travelers should be aware of the entry and exit requirements for the US and their destination. Reference [CDC travel](#) and [US Department of State](#) travel for guidance.
 - Entry and exit requirements in individual countries are rapidly changing. Travel polices cannot be relied upon to be accurately and consistently enforced across border agents/immigration officials.
- A valid passport is needed for all international travel and is required to apply for any entry or transit visas.
 - Passports require at least 6 months of validity beyond the last day of travel. U.S. consular affairs offices are very limited due to staffing shortages. Replacement and new passports can take months to process.
 - Similar processing delays will be experienced for those renewing non-U.S. passports.
- Ensure that you have the required visa for traveling to the destination country. [CIBT Visas](#) and [Travisia](#) can, for a fee, assist with the visa application process.