**Before booking travel:**

1. Review the [Vanderbilt University Travel and Business Expense Policy](https://finance.vanderbilt.edu/policies/Travel_and_Business_Expense_Policy.pdf).
2. Review the Divinity School Travel and Expense Reimbursement Policy.
3. Review your FY24 budget to confirm you have available funds.
	1. For an updated balance please reach out to Dallas Albright.
4. Once funds are confirmed, submit a [Pre-authorization of travel request](https://forms.vanderbilt.edu/view.php?id=134891).
5. *For international travel*:
	1. Review health and safety guidelines, [Global Health and Safety](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vanderbilt.edu%2Fglobal%2Fhealth-safety%2F&data=05%7C01%7Cdallas.albright%40Vanderbilt.Edu%7Cdbb86da9ca424110a8b808dbd65dd92e%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638339471824833796%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=H5XUiTBWytB1JD%2FkWgTgOH%2FuFuj%2F%2FBbfaetbgwyxSso%3D&reserved=0).
	2. Complete a risk assessment and review *possible* additional health insurance requirements [Travel Risk Assessment](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vanderbilt.edu%2Fglobal%2Fvtrac%2F&data=05%7C01%7Cdallas.albright%40Vanderbilt.Edu%7Cdbb86da9ca424110a8b808dbd65dd92e%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638339471824990034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JpAIniHIUKqMdmoAEfy3npMm0Xgp0pNB5gFzRtpwjjU%3D&reserved=0).
	3. Vanderbilt Travel Risk Assessment Committee (VTRAC) will only require review of locations designated as a U.S. Department of State or CDC level 3 or 4.
	4. All travelers, including faculty and staff, are strongly encouraged to check their location’s travel advisory designation at [travel.state.gov](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftravel.state.gov%2Fcontent%2Ftravel%2Fen%2Ftraveladvisories%2Ftraveladvisories.html%2F&data=05%7C01%7Cdallas.albright%40Vanderbilt.Edu%7Cdbb86da9ca424110a8b808dbd65dd92e%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638339471824990034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=bUKvc0V2c%2F%2FX15NV9NTKK3VS0uvmG0Ng7YThmxoMtcc%3D&reserved=0) to determine whether a [VTRAC request](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vanderbilt.edu%2Fglobal%2Fvtrac%2F&data=05%7C01%7Cdallas.albright%40Vanderbilt.Edu%7Cdbb86da9ca424110a8b808dbd65dd92e%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638339471824990034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=JpAIniHIUKqMdmoAEfy3npMm0Xgp0pNB5gFzRtpwjjU%3D&reserved=0) is necessary.
	5. All students traveling internationally with Vanderbilt funds or on Vanderbilt business should contact globalsafety@vanderbilt.edu for guidance on travel approvals and resources.
	6. Personal travel is not subject to VTRAC review, but travelers should reach out to globalsafety@vanderbilt.edu if they have questions or concerns.
	7. All Vanderbilt faculty and staff should enroll in our GeoBlue international insurance coverage. This coverage includes medical repatriation and is the only coverage currently guaranteed worldwide. It is a reimbursable expense. All Vanderbilt graduate and professional students are required to enroll in GeoBlue. [https://www.vanderbilt.edu/global/health-safety/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vanderbilt.edu%2Fglobal%2Fhealth-safety%2F&data=05%7C01%7Cdallas.albright%40Vanderbilt.Edu%7Cdbb86da9ca424110a8b808dbd65dd92e%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638339471824990034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=X0%2B57Q%2FlnUWPF1wgOs3Jy%2Bq6K8dXPrsupJ9%2B58r8tr8%3D&reserved=0)
6. To successfully book travel in Concur or with a World Travel Service agent, your Concur profile must be up to date.
* **Please verify that the name in your Concur profile (first, middle, last) matches your government issued ID that you use when traveling for TSA Requirements.**
* Do not add banking account information (account and routing number) for reimbursement purposes – you will submit expense reports for out-of-pocket reimbursement via Oracle Expense.
* Add credit card information in the profile to make reservations. You MUST check the default box for **Plane Tickets,** or the airline ticket purchase cannot be processed.

 

* **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 ticketing emergencies dial **(865) 777-1600.**

 **Click** [**HERE**](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.concurtraining.com%2Ftoolkit%2Fen%2Ftravel%2Fend-user&data=05%7C01%7Cdallas.albright%40Vanderbilt.Edu%7Cdbb86da9ca424110a8b808dbd65dd92e%7Cba5a7f39e3be4ab3b45067fa80faecad%7C0%7C0%7C638339471824990034%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VfGMiF%2FjC3E%2FU1%2BvgpUPqnrGR47o9QivSmNxzffsyFM%3D&reserved=0) to access tutorials which provide general information about navigating Concur Travel, updating your travel profile, and making a travel reservation.  These tutorials are interactive and provide audio.