



VU Travelers Covered by Insurance

Faculty and staff traveling on behalf of or at the direction of Vanderbilt are covered under Vanderbilt's insurance policies. A few of the policies that might come into effect while traveling would be Workers Compensation, General Liability, Auto Liability, or Accidental Death or Dismemberment. Students traveling on behalf of or at the direction of Vanderbilt are covered under the General Liability and Auto Liability policies.

Please remember to book all faculty and staff travel in-program by using the Concur online booking tool or by contacting a CTM travel agent at 1-866-303-1019. This will ensure that travelers on international trips are automatically registered with International SOS (ISOS) and can be contacted in the event of an emergency. ISOS provides emergency evacuation, repatriation and other emergency travel support services to Vanderbilt travelers. The ISOS system will also provide each traveler with emergency contact information while traveling internationally as well as guidance on their destination. All students (graduate, undergraduate and professional) must register their travel with ISOS at least two weeks prior to departure. This can be done through the Vanderbilt [ISOS portal](#).

Some countries may be excluded from Vanderbilt insurance coverage, so please check the [Risk and Insurance Management website](#) before you travel, especially if a country is included on the [U.S. Department of State travel warning list](#). If an exclusion exists, the Risk and Insurance Management Office will determine the level of coverage based on the following information: traveler(s) name, city, country, dates of travel, hotel name, a reason for travel, precautions in place while traveling, and a VU contact person.

We also encourage our travelers to review their health insurance coverage prior to traveling abroad. Vanderbilt faculty and staff may need to purchase supplemental international health insurance for the period they are overseas. For information on traveling with Vanderbilt health-care benefits, please check the [HR Benefits website](#). During the Benefits Open Enrollment period, faculty and staff who travel internationally may want to elect coverage through the MetLife Accidental Death & Dismemberment plan. This coverage includes MetLife's Travel Assistance program which provides travel, concierge, legal, and financial assistance services. Further information is available on the [HR Benefits website](#).

If your health insurance doesn't have adequate coverage, you may purchase short term health insurance through Vanderbilt's group plan with [HTH Worldwide insurance](#). All students participating in an international sponsored activity are required to have medical insurance that will provide coverage in the country in which they will travel. Undergraduate students can also obtain this insurance through HTH Worldwide insurance. Graduate and professional students are responsible for determining whether their existing insurance policy provides coverage in the country in which they will travel. These students may purchase coverage through HTH Worldwide insurance or another provider of their choosing.

Click below to access helpful

Quick Links

located at

www.vanderbilt.edu/travel

[Business Mileage](#)

[Concur Expense Icons](#)

[Employee Travel Policy](#)

[Expense Account Codes](#)

[Expense Report Approver \(ERA\) Checklist](#)

[International Travel](#)

[T&E Card - Frequently Asked Questions](#)

[Training](#)

[Travel - Frequently Asked Questions](#)

Questions?

CTM travel booking assistance
domestic & international
1-866-303-1019

Concur Help Desk
1-866-793-4040

Expense Reporting Assistance
concurexpense@vanderbilt.edu

Travel & Entertainment Cards
Assistance
paymentcards@vanderbilt.edu

VU Travel Program Assistance
travel@vanderbilt.edu



Frequent Traveler Rewards Programs & Concur Profile Reminder

If you have frequent traveler reward program numbers listed in your or your travelers [Concur profile](#), please make sure that the name registered with each program **matches exactly** with the legal name in Concur. If the name on file with your frequent traveler program does not match, you need to contact the airlines, rental car companies and hotel reward programs and update your name so it matches the name in your Concur profile. Otherwise you will not get the proper points and benefits of the program.

Known Traveler Number (KTN)

If you have a TSA PreCheck or Global Entry number, please add this to your or your travelers [Concur profile](#). In addition, as an industry best practice, we **strongly recommend** that you contact your airlines reward programs and add it into each airline rewards profile also.



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CTM vs. Concur

CTM (Corporate Travel Management) is Vanderbilt's travel management company that issues Vanderbilt airline tickets, guarantees hotel and car reservations, assists with changing travel reservations, and supports our travelers with 24 hour assistance. In addition, CTM supports the Concur Travel online booking platform; please note CTM is not Concur, CTM and Concur are two separate entities that work together. CTM fulfills all Concur Travel online reservations.

Southwest Begins International Flights

As of July 1, [Southwest Airlines](#) began flying outside the U.S. With routes to Mexico and the Caribbean, flights will originate from Atlanta, Baltimore, Orlando, Boston and Pittsburgh. A new route to Costa Rica will be added in August 2015.

If Vanderbilt travelers need to book Southwest on an international itinerary, please call a CTM travel agent at 1-866-303-1019. Southwest international flights are currently not available in the Concur online booking tool. As a reminder, all international flights and complicated domestic travel should be booked with the assistance of a CTM agent. CTM can check for best trip routes, airfares, schedules, and ensure you have proper travel documentation.

International destinations have country-specific travel policies and restrictions unique to each destination.

Free Movies on Delta

Delta now offers free in-flight entertainment for flights longer than 90 minutes. "[Delta Studio](#)" started August 1 and gives Delta more free entertainment than any other carrier. The free programming streams to your electronic devices. You will have access to a selection of free entertainment options ranging from movies, television shows, music and video games. Entertainment options may vary by aircraft and route. Check Delta's [listings](#) to make sure your aircraft or route is included.