



# Faculty/Staff Cohort International Travel Checklist

## Faculty/Staff Leader(s) **Required** Steps



### VTRAC

- Record your cohort's international travel with VTRAC 30 days prior to departure.
  - Students **do not** need to submit a separate VTRAC



### GeoBlue

- Enroll in a *group* plan with GeoBlue via the Global Safety and Health (GSH) team
  - GeoBlue group enrollment information will be submitted in your cohort's VTRAC



## Student Cohort Members **Required** Steps



### Anvil

- Register your flights with Anvil. Forward your flight itinerary to:
  - [VanderbiltTrip@anvilgroup.com](mailto:VanderbiltTrip@anvilgroup.com)



### **Travel Documents**

- Check that your passport has **at least** six months of validity beyond return
  - US visa holders should contact [ISSS](#) for guidance on returning to the US



### Brightspace Course

- Complete the Health & Safety Pre-Departure Course in Brightspace
  - All cohort members will be automatically enrolled upon submission VTRAC



## Recommended Actions



### **Connect with Global Safety and Health**

- [Schedule an appointment](#) if you have any questions about your trip, or
- Submit an optional [Health Disclosure](#) for guidance on creating a care plan



### Enroll in STEP

- Enroll in STEP, or your home country equivalent, to receive guidance in the event of an emergency or incident



### Save VIRT in your contacts

- Save VIRT's 24/7/365 emergency and travel assistance number to your phone
  - Emergency phone: +1 615.322.2745

