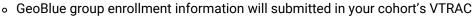
Faculty/Staff Cohort International Travel Checklist

Faculty/Staff Leader(s) Required Steps

	- acarty, ctarr _caactr(c) recame a crops	
	VTRAC ⊗	
•	Record your cohort's international travel with VTRAC 30 days prior to departure. • Students <u>do not</u> need to submit a separate VTRAC	

GeoBlue ⊘

• Enroll in a *group* plan with GeoBlue via the Global Safety and Health (GSH) team





Student Cohort Members Required Steps

Anvil 🔗

- Register your flights with Anvil. Forward your flight itinerary to:
 - VanderbiltTrip@anvilgroup.com



Travel Documents

• Check that your passport has at least six months of validity beyond return





<u>Brightspace Course</u> 👌

- 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 <u>Health Disclosure</u> 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

