



Faculty/Staff International Travel Checklist

Required Steps



VTRAC

- Record your travel with VTRAC at least 30 days prior to departure.
 - All faculty and staff are *strongly encouraged* to record their travel with VTRAC



GeoBlue

- Enroll in a plan with GeoBlue for the duration of your travel
 - GeoBlue is a reimbursable expense for all faculty/staff traveling abroad



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
 - US visa holders should contact [OIS](#) for questions about returning to the US



Recommended Actions



Connect with Global Safety and Health

- [Schedule and appointment](#) if you have questions about your trip, or
- [Request a Travel Brief](#) for your destination(s)



Enroll in STEP

- Enroll in the US Department of State Smart Traveler Enrollment Program (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

