Grad Student Resources

Copy Machine

The copy machine is located in room 5736. The IP address for the copy machine is 10.8.128.59. Please let EES admin staff know when paper is running low or out. There are also printers located in both grad rooms, please advise EES admin staff when ink and/or toner is running low or out.

Department Address

Courier Deliveries (UPS & FedEx)
C/O Student Name
SC5726 Science & Engr Building Stevenson Center Lane Nashville, TN 37240

USPS
Vanderbilt University 2301 Vanderbilt Place EES, PMB 351805
Nashville, TN 37235

Intercampus Deliveries
Earth & Environmental Sciences VU Station B 35-1805

Billing
Earth & Environmental 110 21st Ave S. Suite 900, Nashville, TN, 37203.

FedEx Shipping
Have the sender fill out the FedEx slip, add internal billing reference number 125.05.12530.6140.000.000.000.0.0
Drop off FedEx at Med Center North Round Wing. Put the copy of the slip in EES department funds file.

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Flights

In order to be reimbursed you must book all flights through Vanderbilt’s travel agency. All flights are booked through Vanderbilt’s travel agency, World Travel. You can reach them at 877-271-9258. In order to book domestic travel you will need person’s full name as listed on photo ID, email address, cell number, gender, date of birth and citizenship.

Rec Center

Jan 2019
All students will be charged a rec fee each semester and are responsible for paying that themselves.

**Research Purchasing**

Should you need to purchase items for research or class purposes, submit the redcap form including how the item will be paid, PI approval and a quote of the item if necessary.

**Seminars**

Department seminars generally held on Fridays from 3:10PM – 4PM with a happy hour following.

**Stevenson Center**

EES office, SC5726
SC – Stevenson Center
5 – Building Number
7 – Floor
26 – Room