

# Vanderbilt International Travel Safety and Security Checklist with COVID-19 Considerations

## Vanderbilt Travel Risk Assessment Committee (VTRAC)

- All faculty/staff international travel requests should be sent to VTRAC (vtrac@vanderbilt.edu) **after receiving Dean or Vice Chancellor approval.**
- **All students** are required to submit a request for exception from VTRAC. Students should submit the individual request form found at this website:  
<https://www.vanderbilt.edu/global/vtrac/>
- All requests should be submitted **at least 30 days prior to travel.**

## GeoBlue International Medical Insurance

- GeoBlue international medical insurance is the only guaranteed coverage worldwide. This coverage includes medical repatriation in addition to routine medical.
- GeoBlue coverage is a reimbursable expense for faculty, staff, and graduate and professional students on university sponsored travel.
- All Vanderbilt students, including graduate and professional students, are **required to enroll in GeoBlue.**
- All Vanderbilt faculty and staff are **strongly encouraged** to enroll in GeoBlue.
- To enroll visit: <https://members.geobluestudents.com/Public/Enroll>  
Use **VU group code: KXP-37915**
- Read the CDC's list of recommendations and requirements for the destination:  
<https://wwwnc.cdc.gov/travel/destinations/list>
- Visit a health care provider for a travel consultation and receive all recommended vaccines prior to travel.
  - Students - Vanderbilt Student Health Center
  - Faculty/Staff - Vanderbilt Occupational Health Clinic

## Vanderbilt Incident Response for Travel (VIRT)

- Register with the U.S. Department of State's STEP Program (U.S. Citizens only)  
<https://step.state.gov/step/>
- VIRT connects VU travelers -- students, staff, and faculty -- to resources and safety-related guidance while they are away from campus. This includes connecting with appropriate health care abroad, guiding you in using international medical insurance, emergency response, and coordinating a medical emergency or evacuation from abroad.
- Contact VIRT 24/7: **+1 615-322-2745**  
Tell the VU Public Safety dispatcher that you want to report an issue to VIRT and you will be routed to the person on-call.  
For non-emergencies, email [VIRT@vanderbilt.edu](mailto:VIRT@vanderbilt.edu).

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## Travel Registration - ANVIL International Security Provider

- Itineraries booked through Concur/World Travel Service will automatically be enrolled in our travel registration system.
- If travel is booked outside of the system, forward your original confirmation email or e-ticket to **VanderbiltTrip@anvilgroup.com** to have your trip details parsed and added to our itinerary database. More information and detailed instructions can be found here:

<https://www.vanderbilt.edu/global/travel-registration/>

## Additional Travel Considerations

- Travelers should be aware of entry and exit requirements for the U.S. and their destination. Reference the CDC and U.S. Department of State for guidance.
- Ensure that you have the required visas for traveling to the destination country. This provider can offer assistance if needed:  
<http://cibtvisas.com/?login=vanderbilt>
- All students should read and sign the Release of Liability Form and turn it in to your trip organizer or departmental administrative office. The waiver can be found at the website below:  
<https://www.vanderbilt.edu/global/travel-registration/#how>
- Entry and exit requirements in individual countries are rapidly changing. Travel policies cannot be relied upon to be accurately and consistently enforced across border agents/immigration officials.
- Consular affairs and services through U.S. Embassies worldwide are very limited due to staffing shortages. Replacement passports can take months to process.
- Health care capacity and access worldwide continue to be limited and inconsistent due to COVID-19. Minor medical issues can quickly escalate.
- Travel should only be considered to locations where we can demonstrate strong in-country contacts and a high level of on-site support.
- Travel risk briefs are available from Global Safety upon request.
- Proactive communication with the Global Safety team and familiarity with the travel itinerary will help us respond more effectively if an incident occurs.

Questions? Want more information?

Visit <https://www.vanderbilt.edu/global/global-safety/>

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