**Faculty – Staff – Post Docs**

Global Safety Checklist for International Travel

VTRAC: vtrac@vanderbilt.edu  
Global Safety: globalsafety@vanderbilt.edu  
VIRT 24/7: +1 615 322 2745

- **Vanderbilt Travel Risk Assessment Committee (VTRAC) Request**
  - All Faculty and staff (including Post Docs) traveling internationally are strongly encouraged to submit a Faculty/Staff VTRAC Request Form
  - 30 days prior to travel
  - Faculty and staff traveling with a student group are required to submit Faculty-Led Travel Request Form 30 days prior to travel
  - Review the Faculty & Staff Travel and Expense Reporting Policy

- **Vanderbilt Incident Response for Travel (VIRT)**
  - 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 healthcare abroad, guiding you in using international medical insurance, emergency response, and coordinating a medical emergency or evacuation from abroad. (VIRT Incident Levels & Response Procedure)
  - Register with the US Department of State Smart Traveler Enrollment Program (STEP)
  - For Emergencies: contact the VIRT phone number then 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

- **Travel Registration – ANVIL International Security Provider**
  - If your trip was NOT booked through WORLD TRAVEL, Vanderbilt’s travel agency via Concur/phone/email, please forward your original flight itinerary from your airline to VanderbiltTrip@anvilgroup.com
  - Itineraries booked through the Concur/World Travel service are automatically enrolled in our travel registration system and do not need to be emailed to Anvil
  - Contact the Office of Global Safety if you have problems with this process

- **Safety Considerations**
  - 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 you can demonstrate strong in-country contacts and a high level of on-site support.
  - Proactive communication with the Office of Global Safety and familiarity with the travel itinerary will help us respond more effectively if an incident occurs.
  - Travel risk briefs are available from global safety upon request, contact globalsafety@vanderbilt.edu for more information.

- **GeoBlue Insurance**
  - All Vanderbilt faculty and staff are encouraged to enroll in GeoBlue (click the link below to begin enrollment)
  - GeoBlue Enrollment Page
  - Use VU Group Code: KXP-37915
  - Centers For Disease Control (CDC) Information
  - Read the CDC’s list of recommendations and requirements for your destination(s).
  - Visit a healthcare provider for a travel consultation and receive all recommended vaccines prior to travel
  - Vanderbilt Occupational Health Clinic

- **Additional Travel Considerations**
  - Travelers should be aware of the entry and exit requirements for the US and their destination. Reference CDC travel and US Department of State travel for guidance.
  - Entry and exit requirements in individual countries are rapidly changing. Travel polices cannot be relied upon to be accurately and consistently enforced across border agents/immigration officials.
  - A valid passport is needed for all international travel and is required to apply for any entry or transit visas.
  - Passports require at least 6 months of validity beyond the last day of travel. U.S. consular affairs offices are very limited due to staffing shortages. Replacement and new passports can take months to process.
  - Similar processing delays will be experienced for those renewing non-U.S. passports.
  - Ensure that you have the required visa for traveling to the destination country. CIBT Visas and Travisa can, for a fee, assist with the visa application process.