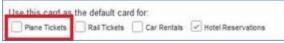
Updated December 21, 2023

Be sure to submit expense reports as you incur costs related to travel. Expenses submitted for reimbursement after **60 days will be reported by Payroll as taxable income.** Expenses submitted after **90 days will not be reimbursed**.

\*\* Submit registration & flight reimbursement once purchased. Do NOT wait until conference occurs.

## Before booking travel:

- 1. Review the <u>Vanderbilt University Travel and Business Expense Policy</u>.
- 2. Review the <u>Blair School of Music Travel and Expense Reimbursement Policy</u>.
- 3. Review your FY24 budget to confirm you have available funds.
  - a. For an updated balance please reach out to Dallas Albright.
- 4. If you do not have funds, submit a <u>Blair Funding Request</u>.
- 5. Once funds are confirmed, submit a <u>Pre-authorization of travel</u> request.
- 6. For international travel:
  - a. Review health and safety guidelines, <u>Global Health and Safety.</u>
  - b. Complete a risk assessment and review *possible* additional health insurance requirements <u>Travel Risk Assessment</u>.
  - c. Vanderbilt Travel Risk Assessment Committee (VTRAC) will only require review of locations designated as a U.S. Department of State or CDC level 3 or 4.
  - All travelers, including faculty and staff, are strongly encouraged to check their location's travel advisory designation at <u>travel.state.gov</u> to determine whether a <u>VTRAC</u> <u>request</u> is necessary.
  - e. All students traveling internationally with Vanderbilt funds or on Vanderbilt business should contact <u>globalsafety@vanderbilt.edu</u> for guidance on travel approvals and resources.
  - f. Personal travel is not subject to VTRAC review, but travelers should reach out to <u>globalsafety@vanderbilt.edu</u> if they have questions or concerns.
  - g. All Vanderbilt faculty and staff should enroll in our GeoBlue international insurance coverage. This coverage includes medical repatriation and is the only coverage currently guaranteed worldwide. It is a reimbursable expense. All Vanderbilt graduate and professional students are required to enroll in GeoBlue. <u>https://www.vanderbilt.edu/global/health-safety/</u>
- 7. To successfully book travel in Concur or with a World Travel Service agent, your Concur profile must be up to date.
  - Please verify that the name in your Concur profile (first, middle, last) matches your government issued ID that you use when traveling for TSA Requirements.
  - Do not add banking account information (account and routing number) for reimbursement purposes you will submit expense reports for out-of-pocket reimbursement via Oracle Expense.
  - Add credit card information in the profile to make reservations. <u>You MUST</u> check the default box for **Plane Tickets**, or the airline ticket purchase cannot be processed.



## • World Travel Agent Assistance:

- During business hours (7:00am-6:00pm EDT) dial (877) 271-9258 or email vanderbilt.travel@worldtrav.com
- After business hours or for ticketing emergencies dial (865) 777-1600.

**Click** <u>HERE</u> to access tutorials which provide general information about navigating Concur Travel, updating your travel profile, and making a travel reservation. These tutorials are interactive and provide audio.