

# Blair School of Music Travel Tips & Reminders

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 [Vanderbilt University Travel and Business Expense Policy](#).
2. Review the [Blair School of Music Travel and Expense Reimbursement Policy](#).
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 [Blair Funding Request](#).
5. Once funds are confirmed, submit a [Pre-authorization of travel](#) request.
6. *For international travel:*
  - a. Review health and safety guidelines, [Global Health and Safety](#).
  - b. Complete a risk assessment and review *possible* additional health insurance requirements [Travel Risk Assessment](#).
  - 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.
  - d. All travelers, including faculty and staff, are strongly encouraged to check their location's travel advisory designation at [travel.state.gov](https://travel.state.gov) to determine whether a [VTRAC request](#) is necessary.
  - e. All students traveling internationally with Vanderbilt funds or on Vanderbilt business should contact [globalsafety@vanderbilt.edu](mailto:globalsafety@vanderbilt.edu) for guidance on travel approvals and resources.
  - f. Personal travel is not subject to VTRAC review, but travelers should reach out to [globalsafety@vanderbilt.edu](mailto:globalsafety@vanderbilt.edu) 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.  
<https://www.vanderbilt.edu/global/health-safety/>
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. **You MUST check the default box for Plane Tickets, or the airline ticket purchase cannot be processed.**

Use this card as the default card for:

<input checked="" type="checkbox"/> Plane Tickets	<input type="checkbox"/> Rail Tickets	<input type="checkbox"/> Car Rentals	<input checked="" type="checkbox"/> Hotel Reservations
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- **World Travel Agent Assistance:**
  - During business hours (7:00am-6:00pm EDT) dial **(877) 271-9258** or email [vanderbilt.travel@worldtrav.com](mailto:vanderbilt.travel@worldtrav.com)
  - After business hours or for ticketing emergencies dial **(865) 777-1600**.

Click [HERE](#) 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.