Process for Enrolling in VU’s Global Entry Event

Vanderbilt Travel and the VUMC Office of International Clinical Initiatives are partnering to host a Global Entry enrollment event, August 26-28, for Vanderbilt employees and their immediate family members who travel internationally. Global Entry is a U.S. Customs and Border Protection (CBP) program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States and includes TSA Pre-Check screening benefits where available. Vanderbilt travelers must apply online with CBP by August 11, 2014, to participate.

Before applying for Global Entry online, learn about the eligibility requirements.

1. Apply Online: Fill out an online application and pay the $100 non-refundable application fee. Click on the New GOES User section to register.

2. Schedule an Interview: Once your application is reviewed by the U.S. Customs and Border Protection, you will receive a message in your GOES account instructing you to schedule an interview at one of our Global Entry Enrollment Centers – VU Baker or VU Light. Vanderbilt’s on-site interviews are scheduled at the following locations and dates:
   a. Tuesday, August 26, 8:30am-5:00pm - Baker Building, Suite 1110 - Enrollment Center Code – VU Baker
   b. Wednesday, August 27, 8:30am-5:00pm - Light Hall, Rooms 306 E and 306 F - Enrollment Center Code – VU Light
   c. Thursday, August 28, 8:30am-5:00pm - Light Hall, Rooms 306 E and 306 F - Enrollment Center Code – VU Light

3. Interview Determines Your Eligibility: At the enrollment event, a U.S. Customs and Border Protection officer will ask you questions, take your photo, and collect biometric information, e.g., scan your fingerprints.

4. Provide Identification: Bring your valid passport book(s) and one other form of government issued identification, such as a driver’s license or ID card to the interview. If you are a lawful permanent resident, you must present your permanent resident card.

For more information about the CBP’s Global Entry process, please read these Frequently Asked Questions. For information about Vanderbilt’s Global Entry event, please contact travel@vanderbilt.edu. Enrollment for this event is limited and specifically intended for Vanderbilt travelers and their immediate families.

Enhanced Security Measures at Certain Airports Overseas

The Transportation Security Administration (TSA) has implemented enhanced security measures at certain overseas airports with direct flights to the United States. As the traveling public knows, all electronic devices are screened by security officers. During the security examination, officers may also ask that owners power up some devices, including cell phones. Powerless devices will not be permitted onboard the aircraft. The traveler may also undergo additional screening.
Vanderbilt Proof of Insurance ID Card

If you rent a vehicle for Vanderbilt business or drive a University vehicle, a current Vanderbilt automobile insurance identification card needs to be placed in the vehicle to serve as proof of insurance. A copy of this card can be obtained by contacting Stephanie Purvis, in Risk and Insurance Management.

New CTM Group Travel Agent

If you need assistance planning and/or arranging travel for a Vanderbilt group, please contact our new CTM group travel agent, Jaime Hawthorne. Beginning August 6, she can meet with your faculty advisor or group leader to assess their upcoming travel needs and provide guidance on booking airfare, accommodations, visa requirements and much more.

Concur Mobile App Goes Where You Go

The Concur mobile app complements the online booking and expense tool, allowing travelers and Expense Report Approvers (ERAs) to manage anything expense and or travel related, wherever you are. Smartphones with the Concur mobile app can do it all:

- book and manage itineraries
- create and submit expense reports
- capture receipts and upload IRS compliant images directly to expense reports
- add car mileage to an expense report
- approve or reject expense reports via approver access

With the Concur mobile app, business travelers can manage trips and expenses as well as book taxis, hotels, rail, and rental cars – all from your mobile device. Travelers can access important travel and expense information when it isn't easy to use a laptop that's connected to the Internet, such as in the back of a cab or in a meeting. ERAs can review employees' expense reports in detail, allowing them to approve or reject reports wherever they may be working.

For further information regarding the mobile app, including video and PDF guides on how to download and use the app, please visit the Concur Mobile App Site.

International SOS Travel Registration

As part of our travel services, Vanderbilt contracts with International SOS. ISOS provides travelers with assistance during emergency situations that may arise during travel. One phone call connects travelers to ISOS network of multilingual specialists for immediate help with medical, personal, travel, security and legal problems when away from home.

Information about Vanderbilt faculty and staff international business trips booked through Vanderbilt’s travel partners, the Concur online booking tool and Corporate Travel Management, is automatically sent to ISOS, which registers each trip for monitoring and emergency services. After booking, travelers will receive a pre-trip advisory email from ISOS with security and medical information relevant to their travel. The email contains links to a printable ISOS membership card and a downloadable ISOS App.

For additional information on available services, travelers are encouraged to view the Vanderbilt ISOS portal.