Safety Checklist for International Travel

Did you know that all international travel booked in Concur or with CTM is automatically fed into International SOS? ISOS provides emergency travel assistance and evacuation services if needed for students, faculty and staff traveling on Vanderbilt related business. Business travelers should take measures to ensure not only your own safety and security, but any business information in your possession while traveling outside the United States. Every business trip requires careful planning:

- **Do you have all required travel documents?** U.S. citizens must use a U.S. passport to travel overseas. Most foreign countries require a valid passport to enter and leave. Some countries may allow you to enter with only a birth certificate, or with a birth certificate and a driver’s license, but all persons, including U.S. citizens, traveling by air, must present a valid passport to re-enter the United States. Only the U.S. Department of State has the authority to issue U.S. passports.

- **Obtain specific pre-travel country risk assessments** for the country you plan to visit from ISOS and the State Department if necessary. There may be specific issues/events you should be aware of and prepare for to ensure your safety and peace of mind. Before you travel, complete your ISOS Emergency Record on the ISOS website and program the U.S. embassy’s number in your phone if needed.

- **Learn about local laws and customs.** Familiarize yourself with the areas you plan to travel. Be expected to obey their laws, which may include dress standards, photography restrictions, telecommunication restrictions and curfews.

- **Pack smart.** Pack light so you can move more quickly. Carry a minimum number of valuables and plan places to conceal them. Check your bags and clothing to make sure you are not carrying any banned items into your destination country. Use covered luggage tags to avoid casual observation of your identity and nationality.

- **Make copies of your passport, airplane ticket, driver’s license & credit cards.** Keep one copy at home and carry a second copy with you, but separate from the originals. This will expedite the replacement process if they are lost or stolen.

- **Driving overseas?** You may need to obtain an International Driving Permit (IDP). Many countries do not recognize U.S. driver’s licenses without an accompanying IDP, and it’s illegal to drive without a valid license and insurance in most places. You should check with the embassy of the country where you plan to travel to find out more about driver’s license and car insurance requirements.

- **“Sanitize” your laptop, smartphone and other electronic devices.** Prior to travel, ensure no sensitive personal or research data is stored on your electronic devices. If feasible, use a “clean” laptop, phone and a new email account. Cell phones can be hacked to steal contact lists, usernames, passwords and browser history. If you can manage without the device, leave it at home.

- **Use up-to-date anti-virus, spyware, security patches and firewalls on all electronic devices.**

- **Maintain good health and prevent illness and injury during the trip.** Check to see what, if any, immunizations are required for travel, and how far in advance you need to receive them. The VU Occupational Health Clinic provides immunizations at no cost to Vanderbilt business travelers.

- **Take any necessary medications** with you in their original containers and keep them in your carry-on luggage during the flight. Ensure you have adequate medical insurance while you’re traveling abroad.

Please visit the Vanderbilt Travel website for additional international travel resources.
IRS raising business mileage rate to 57.5 cents

On Jan. 1, 2015, the Internal Revenue Service raised its business mileage rate to 57.5 cents per mile from 56 cents. Many companies use this rate to calculate reimbursements for employees who use personal vehicles for business. "The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil," according to IRS.

The rate has been programmed in Concur as of January 1.

Nashville International Airport announces new nonstop service to Bay area

Nashville International Airport (BNA) announced new nonstop service to the San Francisco area. Southwest Airlines will serve daily nonstop flights to Oakland International Airport (OAK) starting on June 7, 2015. OAK is a great alternative to San Francisco Airport (SFO) being approximately 29 miles outside of the city.

“This is a great new market for BNA and the Nashville community,” Rob Wigington, president and CEO of Metropolitan Nashville Airport Authority (MNAA), said. “The San Francisco Bay Area has been our top priority and the largest market without nonstop service. We’ve been diligently working with Southwest to secure nonstop service to this market serving San Francisco, Oakland and Silicon Valley. We worked closely with our partners at Oakland International Airport, as this nonstop service is a win for both cities.”

Planning travel for a Vanderbilt group?

If you need assistance planning and/or arranging travel for a Vanderbilt group, please contact our on-campus CTM group travel agent, Jaime Hawthorne. She’s available to meet with your faculty advisor or group leader to assess upcoming group travel needs and provide guidance on booking airfare, accommodations, visa requirements and much more.

Jaime has been in the travel business for over 20 years and says that she was “born with a love to travel.” She has worked in many roles throughout her travel career, including the coordination of group travel. “There is just something special about a shared travel experience for a group that is difficult to replicate with individual travel. I love getting to know and work with the groups at Vanderbilt. Whether it’s our nation’s capital, Central or South America, Europe or even Asia it’s always more fun when people experience it together,” says Hawthorne.

Hyatt introduces free Wi-Fi at all properties

Hyatt Hotels Corporation announced that as of February 2015, it would begin providing free Wi-Fi (wireless) in guest rooms and public spaces at all Hyatt hotels worldwide regardless of booking method or loyalty program participation.

Concur mobile app manages travel & expense

The Concur mobile app complements the Concur online booking and expense reporting tool allowing you and your travelers to manage anything expense and or travel related, wherever you are. From booking and managing itineraries, capturing receipts, submitting and approving expense reports, your smartphone can do it all:

- Book and manage travel itineraries
- Capture receipts and upload IRS compliant images to expense reports
- Create and submit expense reports
- Add car mileage to an expense report
- Approve or reject expense reports

For additional 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.