International travelers urged to take MERS precautions

On May 2, the Centers for Disease Control and Prevention reported the first case of Middle Eastern Respiratory Syndrome Coronavirus (MERS-CoV) in the United States. This case was acquired while the person was working in a health care facility in Saudi Arabia. On May 11, 2014, a second case was confirmed.

The MERS-CoV outbreak has been centered in the countries of the Arabian Peninsula, and a record number of cases were reported in April 2014, indicating an increase in transmission. (Countries in the Arabian Peninsula and neighboring countries include Bahrain, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Palestinian territories, Oman, Qatar, Saudi Arabia, Syria, the United Arab Emirates and Yemen.)

MERS-CoV is a virus similar to the SARS coronavirus and can cause severe morbidity and mortality. In light of these reports, all Vanderbilt faculty, staff and students are reminded about ways to minimize the spread of this infection if traveling to affected regions of the world.

Travelers to the affected areas should know that the risk of contracting MERS-CoV remains very low. Faculty and staff going to countries in or near the Arabian Peninsula to provide health care services should practice the CDC’s recommendations for infection control of confirmed or suspected cases.

Travelers who are going to the area for other reasons are advised to follow standard precautions, such as frequent hand washing, avoid touching eyes, nose or mouth with unwashed hands, cover nose and mouth when coughing or sneezing and then throw tissue away and avoiding close contact with people who are ill. As with all international business travel, faculty and staff are advised to obtain a pre-travel consultation at the Occupational Health Clinic.

Faculty and staff who develop a fever over 100.4F and a cough or shortness of breath while in the area and for 14 days after leaving the area should seek medical care and notify Occupational Health at 936-0955; students should notify Student Health at 322-2427.

Concur year-end close guidelines for the year ending June 30, 2014

Concur Expense Reports (including clearing of airfare and T&E card transactions)

To ensure expense reports are recorded in fiscal 2014, they must be final approved by 5:00pm on 6/25/14. Please be sure to import into your expense report all applicable airfare and T&E card transactions. Expense Reports must show a payment status of “Payment Confirmed” or “Extracted for Payment” before 5:00pm on 6/30/14 to ensure the transaction has posted to the GL.

Email concurexpense@vanderbilt.edu with expense reporting questions.
Email paymentcards@vanderbilt.edu with T&E card questions.
Concur Expense online tool updates

Expense report audit trail: Updated with comments when user e-mails detailed report

When a user, approver, or processor chooses to email a detailed report, Concur places an entry in the audit trail for the report, indicating the date/time and the email address the email was sent to.

Printed reports: Report creator and submitter fields

Report Creator and Report Submitter have been added to the printed/pdf report to display the name of the expense delegate associated with the report creation. These fields appear only if the action was completed by an expense delegate.

Yellow exception flag for alcohol removed

The yellow warning exception flag for alcohol has been removed when users select expense types for meals. Expense Report Approvers should review all meal expenses and receipts carefully for adherence to Vanderbilt Employee Travel Policy and department policy regarding alcohol.

BNA: Heavy passenger volume expected June 9-10 & June 16-17

Nashville International Airport (BNA) is preparing for a busy travel season. With CMA Music Fest (June 5 – 8) and Bonnaroo (June 12 – 15) occurring on back-to-back weekends again this year, passengers departing from BNA should be prepared for heavy passenger volume and longer security screening lines, especially June 9, 10, 16, and 17.

Southwest Airlines now accepting mobile boarding passes at BNA

Southwest Airlines is now accepting mobile boarding passes at Nashville International Airport (BNA). Passengers can show their Southwest mobile boarding passes at the TSA security checkpoints and also at the gate when boarding. BNA is currently only one of 28 airports where mobile boarding passes are accepted by Southwest. Click here to learn more about Southwest’s mobile boarding passes.

Vanderbilt Global Entry Enrollment event slated for early fall

Vanderbilt Travel and the Vice Chancellor for Health Affairs Office of International Clinical Initiatives are partnering to host a Global Entry event for Vanderbilt employees and their immediate families in early fall. 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. Global Entry members are eligible for TSA Pre-Check benefits. At airports, program participants proceed to Global Entry kiosks, present their machine-readable passport or U.S. permanent resident card, place their fingertips on the scanner for fingerprint verification, and make a customs declaration. The kiosk issues the traveler a transaction receipt and directs the traveler to baggage claim and the exit. Applicants must complete and submit an online application through the Global Online Enrollment System and pay a non-refundable $100 application fee and be approved by CBP prior to the event to participate. Reimbursement of this fee will be at the discretion of your business officer. Stay tuned for more announcements in the coming weeks and a survey link that will gauge Vanderbilt’s community interest in this event.