Important Travel Booking Reminders

As the new academic year begins, please remind your travelers that the payment method used for buying airline tickets in Vanderbilt’s new travel system has changed. As of 6 p.m. on June 30, all business airfare must be purchased with a credit card – either a personal credit card or a Vanderbilt Travel & Entertainment (T&E) card.

Although the payment method has changed, the in-program booking policy and process remain the same. For your reference, here is a link to the Employee Travel Policy. Travelers need to use either Concur (the online booking tool) or call CTM (Vanderbilt’s travel agency) at 1-866-303-1019. Please note that personal travel, such as employee vacations, should never be booked in Concur.

For more information about obtaining a T&E card, please click here. For guidance on how to update your Concur profile to enable the purchase of airfare, please click here.

Global Entry Enrollment GOES Mobile

On August 26-28, U.S. Customs and Border Patrol (CBP) officers enrolled 265 Vanderbilt employees and some of their immediate family members in a Global Online Enrollment System (GOES) mobile event on campus.

“Global Entry is a CBP program that allows pre-approved, low risk travelers, expedited entry into the United States. Once approved Global Entry members use automated kiosks in most major U.S. airports rather than going through the traditional customs process saving both the passenger time and reducing the overall wait times when returning to the U.S.,” said CBP Officer Stephan Mongin.

“The Global Entry program, like the TSA PreCheck program, is a stress reliever and time saver for both the expert and novice international traveler. As a frequent international traveler for Vanderbilt, I have greatly benefited from being a Global Entry member and have heard such positive comments from Vanderbilt faculty and staff who are also members,” said Cathryn Rolfe, VUMC Director of International Initiatives.

Vanderbilt is only the second university to host a Global Entry event for its faculty and staff; the first being Harvard University. All VU faculty and staff who participated should update their Concur profile to include the Known Traveler Number (KTN), so that it is included in future air travel reservations. For guidance on how to add the KTN to your profile, please click here.

If you or your travelers were unable to participate in this event, Nashville International Airport is considering hosting a similar event in the near future. Please stay tuned to our website for more information.
Important Reminder: Rental Vehicles

The following kinds of vehicles should not be rented:

- Passenger vans with seating capacities greater than 8
- Trucks or other similar vehicles rented for the primary purpose of transporting any type of cargo or property
- Sports or utility vehicles to be used off of maintained roads
- Rentals of vehicles for use within the United States by authorized foreign national guest of the University

Few exceptions are made; however, if your department requires the use of any of the above listed vehicles, please contact Melissa Ahler in Risk & Insurance Management.

TSA Tightens Up PreCheck

While TSA will no longer give PreCheck privileges to randomly selected air travelers who have not been fully vetted, the agency is still working to expand the successful program. To become a PreCheck passenger, you need to apply online, make an appointment at a participating airport or nearby federal office, pay $85 (nonrefundable), wait for approval and get photographed and fingerprinted.

Once you receive your Known Traveler Number and ID card in the mail, you are on your way to shoes-on passage through shorter and faster security lines before boarding domestic flights at 118 U.S. airports. PreCheck partner airlines include: Air Canada, Alaska Airlines, American Airlines, Delta Air Lines, Hawaiian Airlines, JetBlue Airways, Southwest Airlines, Sun Country Airlines, United Airlines, US Airways and Virgin America.

US Airways Relocates Operations to Concourse C at BNA Effective August 12

US Airways began operating all air service out of Concourse C at Nashville International Airport (BNA) effective Tuesday, August 12, 2014. US Airways is operating gates C3, C5 and C6 on Concourse C. US Airways' ticketing and check-in counter will remain in the same location.

Ebola Outbreak in Africa

The largest ever Ebola outbreak is underway in several countries in West Africa. The epidemic continues to grow and spread into new areas, threatening more lives and potentially the economies of affected countries. On August 8, the World Health Organization declared the outbreak a Public Health Emergency of International Concern. On August 25, a separate outbreak has been identified in Democratic Republic of the Congo.

International SOS has a team working to provide the latest information and developments, travel advice and other resources on the ISOS website.

Dr. Muktar Aliyu, Associate Professor of Medicine and Health Policy with the Vanderbilt Institute for Global Health and physician with the Occupational Health Clinic, discusses the Ebola virus outbreak in this podcast.