Stuck at the Airport? Quick Survival Tips

January’s winter storm, Juno, impacted more than 40 million travelers. Make sure you’re fully prepared for potential delays with some of these invaluable tips in case you find yourself stranded at the airport:

- **Keep Your Cell Ready** – As soon as your flight cancellation is announced, quickly call Vanderbilt’s travel agency, CTM, at 1-866-303-1019. Rebooking a flight as soon as possible can prevent unnecessary extended delays at the airport. And remember, don’t forget your charger so you can stay connected.

- **Get A Business Lounge Day Pass** – Many airports now offer one-day passes to their business lounges for a nominal fee, which means access to a business center equipped with desks, dataports, computers, wireless hot spots, or even old-fashioned faxes. In addition, most lounges have food and drinks included in the fee, and some lounges even have showers.

- **Look Beyond The Gate** – If you don’t need/want to camp out right at your gate to access electricity, consider relocating to one of the less busy eateries in the terminal, where you’re more likely to find an available electrical outlet.

- **Stock Up On Supplies** – Most airport concessions close before midnight, so if you’re stuck overnight, make sure you stock up on enough food and drink to last the night.

- **Practice Safe Napping** – If you have to take a nap, put your feet atop the laptop bag. Stick cash and credit cards in your shoe or in the pocket of your pants. When you do leave your temporary workspace, make sure to check the area in case you forget a coat or hat.

- **Know Your Surroundings** – Use these airport guides to familiarize yourself with the best options for dining and shopping, real-time flight information and more tips from other travelers at the 50 busiest U.S. airports.

Global Entry Enrollment Center opening near BNA

Last summer, the VU travel team hosted a mobile Global Entry enrollment event on campus. Over the course of three days, 265 Vanderbilt travelers completed the enrollment process! Due to interest and response, we’re pleased to announce the opening of a permanent U.S. Customs and Border Protection (CBP) Global Entry Enrollment Center near Nashville International Airport (BNA). The center is set to open and hold interviews on Feb.4, with online registration available now.

Global Entry is a CBP program that allows expedited clearance for pre-approved, low-risk travelers upon arrival in the United States. “Opening a Global Entry Enrollment Center in Nashville allows for more passengers to register for the program without having to travel to another city for their interview and screening process,” Rob Wigington, president and CEO of Metropolitan Nashville Airport Authority.

Join the more than three million travelers enrolled in U.S. Customs and Border Patrol’s Trusted Traveler Programs. For more information regarding Global Entry, visit [http://www.cbp.gov/global-entry/about](http://www.cbp.gov/global-entry/about).
Air travelers will find Wi-Fi available on about two-thirds of flights on U.S. airlines and about a quarter of flights worldwide, according to data published by Routehappy. (Based on analysis of a global schedule on a typical midweek travel day.)

Among the U.S. legacy carriers, Delta Air Lines offers the most flights with Wi-Fi, and United Airlines has the most international planes with Wi-Fi service. Based on percentage of total flights, Virgin America, Southwest Airlines and Delta boasted the highest levels of Wi-Fi availability. Among non-U.S. carriers, Norwegian Airlines and Icelandair had the highest percentage of international flight miles on which Wi-Fi service was offered, according to Routehappy.

What do travel advisories mean for VU international travelers?

It’s no surprise when the U.S. Department of State issues travel advisories for American citizens after the recent terrorist attack in Paris. But what does this actually mean for the international traveler? The State Department has two categories of travel advisories:

- **Travel alerts** usually have a short shelf life and are based on major events like terrorism, a public health scare, or even something as straightforward as an election season.
- **Travel warnings** are based on longer-term or broader concerns, like an ongoing civil war, frequent terrorist attacks, or an unstable government.

Based on continuing terrorism threats and violence against U.S. citizens throughout the world, the State Department recently updated its worldwide caution as a reminder that U.S. citizens need to maintain a high level of vigilance while traveling. Does this mean you need to cancel your next international flight? Of course not. The point of a warning like this is to remind travelers to stay up-to-date on local news and always aware of your surroundings…which should be part of your process no matter where you’re traveling: whether it’s downtown Dubai or downtown Nashville.

New rule for carrying musical instruments on planes

Nashville musicians take note: The government has finally implemented a rule that requires airlines to allow musicians carry their instruments on board. Starting this month, the DOT will be enforcing new regulations that U.S. airline carriers must allow passengers to bring small musical instruments, like guitars or violins, on flights as a carry-on. Airlines are no longer allowed to charge extra fees, or move instruments out of overhead storage to make room for other bags once they’ve been placed.

However, there is a loophole, and it’s a big one: If there isn’t enough overhead storage space on the plane, you may still have to check the instrument. That’s precisely when you want to pay for earlier boarding to get access to that space. But don’t expect to stash your cello on board. Oversized musical instruments still have to be checked….OR, you can choose to buy your instrument its own seat on the plane.

Concur Quick Reference Guides

Quick Reference Guides have been created by the Finance Training and Concur Travel and Expense teams to provide easy step by step processes in Concur. Click on each link to download and share with your travelers, travel assistants, expense delegates:

- Updating Your Concur profile
- Updating Your Profile: Global Entry and TSA Pre-Check
- Assigning Travel Assistants and Expense Delegates
- Creating a New Expense Report
- Guest Travel Reservations and Expense Reports
- Expense Report Approvers

Quick Guides, online training Q-and-A sessions on the new Concur interface are available in The Learning Exchange (keyword CONCUR) and Disbursements and Travel websites.