

Section of Surgical Sciences Faculty and Staff International Travel Policy

This Section of Surgical Sciences Faculty & Staff International Travel Policy is provided in accordance with Vanderbilt University Medical Center travel policy. Departmental travel authorization is required for international travel, as outlined in the VUMC travel policy. [Finance Policy - Travel and Employee Reimbursement v.9 \(policytech.com\)](#) Travelers are responsible for ensuring that they have the necessary approval prior to committing VUMC funds or incurring expenses.

This policy governs international travel for VUMC:

- Faculty – MD and PhD
- Residents and Fellows
- Research Staff as required/funded by grants/contracts
- Administrative Staff

Section's International Travel Approval Process:

1. Department Administrator submits approval request to Section CBO with details of trip (i.e., purpose, destination, costs, and purposed funding source)
**If funding sources is a grant submit for OSP approval*
2. Department Administrator and Section CBO review the department's financials
3. Section CBO discusses request with Section Chair
4. Section CBO will notify Department Administrator if approved or unapproved

If approved, traveler should visit the VUMC Global Support website as soon as possible to begin preparing for their trip. [International Travel | VUMC Global Support](#)

Travelers are expected to adhere to the VUMC travel policy requirements.

<https://vanderbilt.policytech.com/dotNet/documents/?docid=27705>