

INTERNATIONAL TRAVEL AND INSURANCE APPROVAL PROCEDURES

Additional Procedures for Academic Affairs Units Only

- After obtaining initial approval from the appropriate Dean or Dean's designate and at least one week prior to start of travel, initiating unit will send international travel information to Provost/attn. Vice Provost.
- For international travel that includes students, the following information and documents are required to be submitted to the Vice Provost by the units:
 - Dates, destination, and description of program or purpose of travel
 - Name(s) of program director/faculty/staff traveling and in charge, as well as the names of participating students, with their AU ID numbers
 - Country of permanent residence for each traveler
 - Complete travel itinerary
 - Country risk assessment reports for all countries to be visited regardless of security rating (Destination countries with security rating of 4 or 5 are flagged and additional information may be required)
 - Communication and contingency plans
 - All students must complete the [Consent and Release Agreement form](#) as a condition of participating in the international program or travel
- For international travel of faculty and staff only, submit names of travelers, dates of travel, destination and description or purpose of travel. Country risk assessment report is required for destination countries with security ratings of 4 or 5 only. [Assumption of Risk and Waiver of Liability form](#) is required if destination has a security rating of 5.
- Vice Provost will review all travel information and confer with units on issues, if any.
- If there are no problems or issues with the travel request, Vice Provost will approve the travel and forward information to the Executive Director of Risk Management and Safety Services so that approved travelers can be enrolled in the international health insurance program.
- The cost of international insurance will be covered by the University for all faculty and staff. The cost for students will be charged to the unit initiating the program or travel. It is the responsibility of the initiating unit to make sure that students are charged for this cost, either through a program fee, or a billing through student accounts. Otherwise, the student cost will be absorbed by the initiating unit.
- A quarterly report of international insurance coverage will be sent by the Executive Director of Risk Management and Safety Services to all units and to the Vice Provost as confirmation of coverage.