



RUTGERS POLICY

Section: 40.4.2

Section Title: Travel and Business Meal Expense Policies and Procedures

Policy Name: Rutgers University Faculty and Staff International Travel Policy

Formerly Book: N/A

Approval Authority: Executive Vice President for Academic Affairs and Senior Vice President for Finance and Treasurer

Responsible Executive: Executive Vice President for Academic Affairs and Senior Vice President for Finance and Treasurer

Responsible Office: Office of the Vice President for International and Global Affairs and Rutgers Department of Risk Management and Insurance

Originally Issued: 8/23/2012

Revisions: 10/10/2013 (Updated title)

Errors or changes? Contact Rutgers Department of Risk Management and Insurance at 848-932-7300 or risk@riskmgmt.rutgers.edu

1. **Policy Statement**

This policy provides information for faculty and staff who travel internationally, including details on registering online before traveling abroad, registering for the international SOS emergency travel assistance plan and HTH International Travel Health Select Overseas Insurance.

2. **Reason for Policy**

To ensure that all faculty and staff travelers are appropriately protected when traveling abroad.

3. **Who Should Read This Policy**

All members of the Rutgers University community.

4. **Related Documents**

HTH International Travel Health Select Overseas Insurance:
<http://riskmanagement.rutgers.edu/facstaff.html#International>

The HTH Roster Template Form is available at the website provided above.

5. **Contacts**

a. Rutgers Department of Risk Management and Insurance: 848-932-7300 or risk@riskmgmt.rutgers.edu

b. Centers for Global Advancement and International Affairs: 848-932-1777 or info@gaiacenters.rutgers.edu

6. The Policy

40.4.2. RUTGERS UNIVERSITY FACULTY AND STAFF INTERNATIONAL TRAVEL POLICY

I. Policy Statement

This new travel policy ensures that all travelers are appropriately protected when traveling abroad, which is consistent with the university policy on international travel and risk management. The policy also helps the Rutgers' Centers for Global Advancement and International Affairs (GAIA Centers) track international travelers accurately and provides the Rutgers Department of Risk Management and Insurance ("Risk Management") the ability to contact travelers in the event of an emergency situation abroad.

II. Registering for Travel Outside the United States

In an effort to strengthen the ability of the university to ensure the safety of faculty and staff participating in official university international travel, a new travel registration procedure will be implemented. Decisions to travel overseas should be made with an understanding of the current world situation, which requires that travelers remain aware, informed and prepared. All Rutgers faculty and staff who are traveling outside the United States are required to register online: <https://travelregistration.rutgers.edu/>. Travelers must register separately for each international trip they make.

III. International SOS Emergency Travel Assistance Plan

Faculty and staff travelers will also be automatically eligible for International SOS, an emergency travel assistance plan. The International SOS membership is provided at no charge to faculty and staff who undertake official Rutgers travel. SOS also covers personal travel, but only if taken in conjunction with official travel. The International SOS Assistance Program provides international travel assistance and services, including:

- Medical assistance services: access, referrals, case management, medical evacuations
- Security assistance services: disaster/crisis centers, political evacuations
- Travel assistance services: travel security reports, lost cash/documents

To find out more about International SOS through Rutgers visit the following link: <http://www.internationalsos.com/private/rutgers/>. To obtain an International SOS ID card, contact the Department of Risk Management and Insurance at risk@riskmgmt.rutgers.edu.

The SOS ID card can be utilized to access the International SOS website (<http://www.internationalsos.com/en/>) and also for accessing their services abroad. It is highly recommended that traveling faculty and staff become familiar with the International SOS services and website prior to their departure. The International SOS ID card will be available to travelers to print online after completion of the online faculty/staff international travel registration

Those faculty and staff wishing to enjoy the same type of protection for their personal travel can get International SOS as an individual at: <http://buymembership.internationalsos.com/>.

IV. Registering for International Travel Health Insurance

Faculty and staff are advised to register for HTH International Travel Health Select Overseas Insurance ("HTH Insurance"). Since accessing medical and emergency assistance can be difficult and expensive while traveling abroad, Risk Management recommends that all university travelers purchase HTH Insurance for the current price of \$34 per month. To enroll, you must complete the HTH Roster Template Form available on the Risk Management web site (see item #4 on page one of this policy) and email the form to risk@riskmgmt.rutgers.edu. Checks should be made payable to Rutgers, The State University of New Jersey, for \$34 times the number of months you will be overseas. You can mail checks to:

Department of Risk Management and Insurance
Rutgers, The State University of New Jersey
Administrative Services Building III
3 Rutgers Plaza
New Brunswick, NJ 08901

Please note that for faculty and staff traveling abroad, HTH is intended to supplement and NOT replace their Group Health insurance provided by the State Health Benefits Plan (SHBP).

V. Questions

Questions about this policy should be directed to:

Rutgers Department of Risk Management and Insurance
risk@riskmgmt.rutgers.edu