

**RUTGERS POLICY UNIVERSITY POLICY**

**Section:** 40.4.2

**Section Title:** Financial Management: -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 Executive Vice President for \_\_\_\_\_ Finance and Treasurer~~ Chief Financial Officer and University Treasurer

**Responsible Executive:** Executive Vice President for Academic Affairs; ~~and Senior Executive Vice President for \_\_\_\_\_ Finance and Treasurer~~ Chief Financial Officer and University Treasurer

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

**~~Adopted~~ Originally Issued:** 08/23/2012

**~~Reviewed~~ Revisions:** ~~10/10/2013 (Updated title)~~ 11/29/2022

**Revised:** 10/10/2013 (updated title); 11/29/2022

**~~Errors or changes?~~ Contact:** Rutgers Department of Risk Management and Insurance at 848-932-7300 or [RMI@finance.rutgers.edu](mailto:RMI@finance.rutgers.edu)  
or [risk@riskmgmt.rutgers.edu](mailto:risk@riskmgmt.rutgers.edu)

**1. Policy Statement**

This policy provides information for faculty and staff who travel internationally, including details on the mandatory registration procedures for Rutgers' International Travel Registration website, as well as details on the University's International Medical Insurance and International Emergency Travel Assistance, 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~~Resources**

~~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.~~Department of Risk Management and Insurance website – International Travel Information

International Travel Registration Instructions (expand the section for International Travel Registration by clicking on the “+” to the right)

### 5. **~~Contacts~~Definitions**

N/A

### 6. **The Policy**

#### ~~40.4.2. RUTGERS UNIVERSITY FACULTY AND STAFF INTERNATIONAL TRAVEL POLICY~~

#### A. 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 University Rutgers' Centers for Global Advancement and International Affairs (GAIA Centers) track international travelers accurately monitor track faculty, and staff, and students traveling internationally and provides the Rutgers Department of Risk Management and Insurance (“Risk Management”) the ability to contact travelers in the event of an emergency situations abroad.~~

#### B. ~~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. In an effort to strengthen the ability of the University to ensure the safety of the All Rutgers faculty and staff, to ensure the safety of faculty, staff, and students participating in international travel, the University has implemented a travel registration process for all international travel. a mandatory international travel registration procedure has been implemented. All Rutgers faculty, and staff, and students who are traveling outside the United States on official University affairs are required to register with the Department of Risk Management prior to such travel.~~

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All policies are subject to amendment. Please refer to the Rutgers University Policy Library website ([policies.rutgers.edu](http://policies.rutgers.edu)) for the official, most recent version.

~~online: <https://travelregistration.rutgers.edu/> at the Department of Risk Management and Insurance Website—International Travel Information using the International Travel Registration Instructions expand the section for International Travel Registration by clicking on the “+” to the right).~~ Travelers must register separately for each international trip they make. For student groups not traveling as part of Rutgers Global Study Abroad, travel registration for the group is the responsibility of the Group Leader. For faculty and staff booking travel via Direct Travel or the Concur Online Booking Tool, international travel registration is automatic, and no further action is required. Otherwise, international travelers (including faculty, staff, and students) may be enrolled through submission of the International Travel Registration Form, available via the Risk Management and Insurance website. Registration is NOT required for personal (non-University) travel.

**C. International SOS Medical Insurance and Emergency Travel Assistance and International Medical Insurance Plan**

**Emergency Travel Assistance.** Upon completion of international travel registration, international travelers will be automatically eligible for an emergency travel assistance plan. Membership in the emergency travel assistance plan is provided at no charge to faculty, staff, and students while undertaking official University travel. The emergency travel assistance plan may also cover incidental personal travel, if taken in conjunction with official travel. The emergency travel assistance plan provides international travel assistance and services, including: -medical assistance (with enrollment in International Medical Health Insurance) such as access, referrals, treatment, and case management; security assistance, such as disaster/crisis centers, political evacuations, and medical evacuations; and travel assistance services such as travel security reports and lost cash/documents. ~~Contact~~ Visit the Department of Risk Management and Insurance website at <https://riskmanagement.rutgers.edu> for more information.

**International Medical Insurance.** Since accessing medical and emergency assistance can be difficult and expensive while traveling abroad, the University recommends that ~~provides~~ faculty and staff traveling abroad on official University activities with ~~recommendations that its international travelers~~ business purchase International Travel Health Insurance. Enrollment in International Travel Health Insurance is mandatory for all students traveling abroad. ~~Please see the University Procurement Services Procedures Manual for more information.~~ For faculty and staff booking travel via Direct Travel or the Concur Online Booking Tool, international travel health insurance is automatic, and no further action is required. Otherwise, international travelers (including faculty, staff, and students) may ~~be enrolled through~~ by submitting ~~ssion~~ of the International Travel Registration Form, available via the Risk Management and Insurance website. ~~Enrollment in International Travel Health Insurance is mandatory for all students traveling abroad.~~ Please see the University Procurement Services Procedures Manual for more information.

~~Registered f~~ Faculty and staff travelers will also be automatically eligible ~~enrolled in for the University's International SOS Medical Insurance Plan and its International Emergency Travel Assistance Plan.~~, an emergency travel assistance plan. The coverage ~~International SOS membership is provided at no charge to registered 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 ~~services and 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 the International SOS Medical Insurance and Emergency Travel Assistance Program through Rutgers visit the Department of Risk Management and Insurance website — International Travel Information (expand the section for International Medical Insurance Program by clicking on the “+” to the right), 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](mailto: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/>.~~

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

#### ~~D. 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](mailto: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 – [RMI@finance.rutgers.edu](mailto:RMI@finance.rutgers.edu).  
[risk@riskmgmt.rutgers.edu](mailto:risk@riskmgmt.rutgers.edu)