



## INTERNATIONAL AFFAIRS PROCEDURE IA100 – International Travel Requirements

<b>No./Title: IA100 – INTERNATIONAL TRAVEL REQUIREMENTS</b>		<b>Resp. Office: International Affairs</b> <b>Approval Body: CASA</b>	<b>Effective Date: 10/06/2014</b>
<b>Category:</b> International Affairs		<b>Last Review:</b> 10/06/2014	<b>Next Review:</b> 10/01/2017
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<b>Related Information:</b>	<a href="#">UTHSC Export Control Policy</a> <a href="#">UT System Fiscal Policy F1075 - Travel</a> <a href="#">International Travel Registration Program webpage</a>		

### OVERVIEW

UTHSC recognizes that faculty, staff, and students may need to travel abroad on **official** university business (e.g. participation in professional society meetings, travel to meet with business partners, participation in an educational program that confers academic credit, etc.). To provide support for such travel and mitigate risk for travelers and for the University, UTHSC has contracted with an external vendor, International SOS, to facilitate communication with travelers and provide referrals for medical care and other services for those traveling abroad. Prior registration is required for all individuals traveling abroad using the following procedure in order to receive reimbursement for travel and/or to receive academic credit.

For the link to the online form and more information, please visit [the International Travel Registration Program webpage](#).

### PROCEDURE

Beginning October 15, 2014, all individuals traveling abroad on official university business must complete an online international travel registration **PRIOR TO COMMENCEMENT OF THEIR TRIP**. [Note that travel “abroad” now includes travel to US territories such as Puerto Rico, Guam, US Virgin Islands, American Samoa, and Northern Mariana Islands as well as travel to neighboring countries such as Canada].

This pre-registration requirement applies to all of the following categories of faculty, staff and students:

1. All Faculty, Staff, and Students traveling abroad on University funds
2. All Faculty, Staff and Students traveling abroad on University business without University funds (example: a faculty member invited to give a key-note address at a conference and his/her costs are fully paid by the conference)
3. All Students traveling abroad and receiving academic credit (example: student participating in a recognized elective at an institution with which UTHSC has a formal agreement).
4. All Students traveling abroad on non-credit programs sponsored by academic programs/departments (example: travel organized by a college to allow students to understand health care systems in another country).

**Individuals traveling for solely personal reasons (vacation, medical mission trips, etc.) are not eligible for coverage through this program.**

1. To register, prospective travelers should complete an online form available at <http://www.uthsc.edu/international/> providing all relevant information about the trip. This begins the process, alerting both the UTHSC Business Office and the Office of International Affairs of the impending travel. Student travelers must also receive prior approval from their college/program director if the anticipated travel is for academic credit or for participation in a college-sponsored noncredit activity.
2. Once the UTHSC forms are completed, the traveler will receive an email from the Office of International Affairs containing a pdf version of the International SOS wallet-sized insurance card that can be printed (a hard copy of the card can be picked up from the Office if time permits prior to departure). This International SOS card provides contact information to reach International SOS in an emergency. This card also provides a copy of the QR code that can be used to download a free Assistance app (useful only if phone coverage is available abroad). For other details, the traveler may peruse their website at [www.internationalsos.com](http://www.internationalsos.com).
3. The final step in the process is the purchase of travel insurance through MYISIC - <http://www.myisic.com/Travel/Insurance.html>. Student travelers must sign up for a student identification card (ISIC); faculty and staff must purchase the International Teacher Identity Card (ITIC). The card is valid for one year from date of issue. MYISIC.com describes the **travel, medical evacuation and repatriation insurance** covered through the card. [Please note: the website will only refer to ISIC (the student card), but the benefits are the same]. Travelers will receive a hard copy of their identity card in 5-15 days but should be able to download an electronic pdf with personal member number immediately. Once this card has been purchased, the traveler should email a scanned copy or a photo of the ISIC or ITIC card to the Office of International Affairs ([ويا@uthsc.edu](mailto:ويا@uthsc.edu)). **HAVING THIS INFORMATION WILL ALLOW UTHSC TO HELP COORDINATE SERVICES IN AN EMERGENCY.**

Travelers who fail to complete the registration prior to international travel:

1. May not be successful in obtaining reimbursement for travel expenses.
2. May not be able to access assistance from International SOS.

### **Accessing Travel Services**

International SOS should be contacted directly if a traveler requires a referral for medical, dental or legal services. Travelers are expected to pay for these services at the point of care and file paperwork with their insurance companies later for reimbursement.

If there is a serious emergency that would require evacuation for medical reasons, civil unrest or climactic event, the traveler should contact SOS or one of the following contact people at UTHSC during normal business hours (8AM to 5PM Central, Monday-Friday):

1. Connie Childs 901 448 2693
2. Peggy Mahoney 901 448 8484
3. Tony Ferrara 901 448 5523

Additional contact information for emergencies occurring during **non-business hours** will be provided by the Office of International Affairs prior to departure.

Depending on the nature and acuity of the emergency, the UTHSC official will then authorize International SOS to proceed with the appropriate evacuation/medical services or contact the secondary insurer, ISIC/ITIC to provide such services.

### **APPROVAL HISTORY**

Effective: October 6, 2014