

BULLETIN NUMBER 47

TO: Reynolda Campus Faculty and Staff

FROM: Ralph D. Pedersen
Director of Human Resources

DATE: October 7, 2003

SUBJECT: International Travel on University Business

Human Resources Bulletins are published by the Human Resources Department to provide information and guidance to staff, faculty and administrators of the Reynolda Campus. Human Resources Bulletins are accessible through the World Wide Web at:
<http://www.wfu.edu/hr/bulletins>.

1. General

All Wake Forest University employees traveling internationally on University business using University funds are now required to notify the Center for International Studies of their intended travel. Notification is made by submitting the **INDIVIDUAL International Travel Information Form** or the **GROUP International Travel Information Form** to the Center for International Studies, Caswell Hall, Room 027. In addition, some travelers will also be required to submit a signed copy of the **FACULTY/STAFF Assumption of Risk and Release Form**. The Center for International Studies will notify those employees for whom the release form is required. Forms and instructions for completion of the forms are available on the International Studies web page at: www.wfu.edu/cis/

2. Health Care Insurance

Coverage under the University Medical Insurance Plan and Dental Insurance Plan includes medical and dental care received outside the United States while on University business. All claims for medical services received while traveling internationally on University business are considered to be “in network.” Claims for medical services received for family members who “elect” to travel with an employee traveling internationally on University business will be processed as “out of network.”

3. Insurance Requirements for International Travel on University Business (Medical Evacuation and Repatriation of Remains Coverage)

The University Medical Plan does not cover the costs associated with medical evacuation or repatriation of remains; therefore, employees traveling internationally on University business are **required** to purchase medical evacuation and repatriation of remains coverage. This coverage is available for purchase by members of the faculty and staff from the Center for International Studies. For family members who have elected to travel with faculty or staff employees traveling on University business, the Center for International Studies will provide information on coverage that is available for purchase. The cost of coverage for faculty and staff employees is a reimbursable business expense. Coverage for family members electing to travel is at the expense of the faculty or staff employee.

4. Referral

Questions regarding this Human Resources Bulletin may be referred to the Director of Human Resources or the Director of International Studies.