



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

**Responsible University Official:**  
Director, Office of Risk Management  
**Responsible Office:** Office of Risk Management  
**Origination Date:** September 2003

## INTERNATIONAL TRAVEL INSURANCE POLICY

### Policy Statement

The University provides International Travel Insurance to University employees engaged in University business abroad, as well as to graduate and undergraduate students completing departmentally approved course work or research abroad. Prior to the start of a trip or assignment, employees and students must register their travel plans online. Instructions are located on Risk Management’s website located at: <http://www.gwu.edu/~riskmgnt/travelinsurance.cfm/>.

### Reason for Policy/Purpose

To provide employees and students engaged in University business or travel abroad with information regarding the University’s international insurance program and travel services.

### Who Needs to Know This Policy

Faculty, staff and students

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## **Policy/Procedures**

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University employees, students, and student workers are covered under the University's [International Travel Insurance Program](#) as set forth in this policy. The employee program coverage includes general liability insurance, excess auto liability insurance, medical services, travel advice, security and medical evacuation, and repatriation services. The student program coverage includes travel advice, security and medical evacuation, and repatriation services.

### **International Liability and Foreign Voluntary Worker's Compensation Program**

The University's International Liability and Foreign Voluntary Worker's Compensation program covers University employees' and student workers' liability while working abroad. This policy does not cover students' liability while completing departmentally approved course work or research abroad. The program includes coverage for transportation expenses for injuries sustained while abroad, automobile liability, hospital admission deposits, medical monitoring, and legal access.

### **International SOS Insurance Program**

The University's International SOS Insurance program provides coverage for medical emergencies and political threats. This coverage provides worldwide evacuation services, including full-scale evacuation by private air ambulance, and telephone advice and referrals. All University faculty, staff and student workers traveling abroad on behalf of the University, and students completing departmentally approved course work or research abroad, are covered under this program. University faculty, staff, student workers or students planning to extend their stay for personal travel may purchase an extension to the International SOS coverage at a reduced rate, and at their own expense.

International SOS is not health insurance. Requests for reimbursement for medical care received while abroad should be submitted to an existing health insurance provider.

### **Requirements for Coverage**

In order to access the coverages set forth in this policy, Risk Management requires some general information concerning travel plans. Prior to the start of a trip or assignment, employees and students must register their travel plans online. Instructions are located on Risk Management's website located at:

<http://www.gwu.edu/~riskmgnt/travelinsurance.cfm/>.

International SOS will not assist or arrange for evacuations for persons who do not register their travel plans before their trip.

This policy is supported by the procedures in the University's [International Travel Insurance Program](#).

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## Website Addresses for This Policy

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[GW University Policies](#)

[International Travel Insurance Program](#) (Students and Employees)

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## Contacts

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Email Address</b>
International Travel	Risk Management	202-994-3265	<a href="mailto:risk@gwu.edu">risk@gwu.edu</a>
	Office of Study Abroad	202-994-1649	<a href="mailto:studyabr@gwu.edu">studyabr@gwu.edu</a>

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## Related Information

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[Office of Risk Management: International Travel Insurance](#)

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## Who Approved This Policy

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William F. Howard, Interim Vice President and General Counsel

Louis H. Katz, Executive Vice President and Treasurer

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## History/Revision Dates

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**Origination Date:** September 2003

**Last Amended Date:** June 1, 2007

**Next Review Date:** June 1, 2008