

OFFICIAL UNIVERSITY INTERNATIONAL TRAVEL

TRAVELER DATA COLLECTION AND INSURANCE REGISTRATION PROCESS

Overview

Administration: UNT International will be the central clearinghouse for information collected from international travelers and will register and activate travelers for international insurance coverage.

It is mandatory for each traveler to register regardless of other insurance coverage the individual may possess either privately or through the University.

Each trip is a separate event and requires a separate registration and issuance of a new insurance card and activation by UNT International.

Cost:

Faculty and Staff	The cost is assumed by the University while on official business.
Students	For those on Study Abroad programs the cost is \$1.00 per day and should be assumed in budget planning purposes during program development. For students on other University business (i.e., research, independent study, accompanying faculty) the cost will be assumed by the University.

Persons Covered: All UNT faculty, staff, students and non-student program participants traveling internationally on University business, using University funding, or through activities organized, sponsored, or sanctioned by the University. Persons volunteering, chaperoning, or other official capacities for the trip will be covered.

Persons Not Covered: Persons not acting in an official capacity for the trip (i.e. spouses or children) are currently not covered or eligible to elect coverage. It is strongly recommended that any non-covered person traveling internationally secure personal international insurance.

Duration of Coverage: From date of departure to date of return to the United States.

Process

1. Traveler completes the Request to Travel Form (RTT) in his/her department along with all other documents required by the PPS Travel Office and obtains required authorization signatures. Travelers leading students or other non-employee travelers on a UNT trip are responsible for providing a complete roster and Travel Information Forms for those travelers at the time the RTT is submitted. This roster must include the UNT ID for every student traveler. If the roster cannot be submitted simultaneously documentation indicating when it will arrive is required for the other forms to be reviewed.
2. Traveler(s) complete the UNTi Travel Form (see attached.)
3. Traveler or delegate submits RTT form, roster if appropriate, and UNTi Travel Form to UNT International Office.

These documents must be submitted to the UNT International Office no less than:

5 working days prior to a staff or faculty only trip

10 working days prior to a trip including students

Currently the documents may be submitted in the following manner:

As email attachments to: Danielle.Nicholson@unt.edu

In person hard-copy to: Danielle Nicholson, Kendall Hall Room 151 (Phone 940-565-2197)

As fax documents to: 940-369-7725

While much of this process can be done via email with attachments, during early fall 2009 we will begin an enhanced on-line automation of this process in conjunction with the PPS Travel Office. Initially this will ease the data collection process for the University community, and ultimately will provide additional resources to prepare community members traveling internationally as well as assist them when crises occur around the world. We will advise as this process moves on-line and additional resources are made available.

4. Information and insurance card is prepared for the traveler. This card provides instructions and phone number for EuropAssist, the insurance provider.
5. International staff will stamp the RTT and relevant documents indicating they have been reviewed, the documents will then be given to the traveler. The traveler will be responsible for sending the appropriate documents to PPS.
6. The PPS Travel Office then processes the RTT request as usual.
7. RTTs presented to the PPS Travel Office without review by UNT International will be forwarded to UNT International who will contact the traveler.
8. If a traveler attempts to apply for reimbursement without a pre-departure RTT the PPS Travel Office sends she/he an email directing them to contact UNT International. Once the UNTi Travel Form has been completed and reviewed UNT International notifies the PPS Travel Office who then process the reimbursement per their normal rules and procedures. While this will ensure all data on international travel is collected it will not retroactively activate the insurance for any incidents which might occur.