



International Travel

Risk Management Notification and Request for Insurance

Travel for LC State business outside the United States needs to be reported to Administrative Services for the traveler to have insurance coverage through the State of Idaho. As soon as you are aware of your planned travel, contact Administrative Services with the following information. Upon receipt of the following information, you will receive a foreign travel card.

Name of Traveler

Destination

Dates of Travel

Job Classification

Reason for Travel (conference trade show, sabbatical, or teaching)

Itinerary

The Foreign Travel Executive Assistance Plan is designed to assist college employees while traveling in foreign countries on college business and is provided at no cost to the employee or department. The Foreign Travel Program provides medical coverage. Details are on the Risk Management web site. If you are an LC State employee injured while traveling on official college business, you are covered through workers' compensation.

If you are injured during a personal portion of a trip, your personal health insurance coverage applies. Employees should check with their health insurance carrier for more details regarding personal medical coverage during foreign travel.

Foreign Travel liability coverage for college faculty and employees is being provided through ACE USA administered through a policy with the State of Idaho.

Read about your destination at the Department of State for any travel warnings for the country you are about to visit at: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>

Supplemental insurance can also be obtained. The college recommends www.insuremytrip.com. The traveler may be responsible for the cost of this insurance. Check with your Dean and or supervisor. It is at their discretion who pays for supplemental insurance; the college, or the traveler.