

International Travel Insurance

Policy 510.3

1 Introduction

1.1 The purpose of this policy is to establish guidelines on the purchase of health insurance coverage for all students, faculty and staff traveling outside of the United States on any form of University Sponsored Travel.

1.2 HTH Worldwide Insurance and DRUM coverage provide benefits while traveling overseas for accidents, illness, medical expenses, emergency medical evaluation, security evacuation, and repatriation of mortal remains.

2 Scope

2.1 This policy applies to faculty, staff and students at Appalachian State University.

3 Definitions

3.1 University Sponsored Travel

Means any travel that is led by a University employee or for which academic credit is awarded, or any other travel administered by, conducted under the direction of, or with financial support from, any University department, program, or office.

3.2 University

Means Appalachian State University.

4 Policy and Procedure Statements

4.1 General Policy

4.1.1 All students traveling abroad on any University Sponsored Travel, whether for credit or not for credit, are required to obtain international health and emergency travel insurance from the University's authorized vendor. Students traveling abroad on International Student Exchange Programs (ISEP) and through Education Abroad Affiliate Programs with formal signed Agreements are not required to purchase insurance through the University's authorized vendor but are required to purchase insurance through those organizations.

4.1.2 All University employees traveling abroad on official University business are required to purchase international health and emergency travel insurance through the University's authorized vendor. Employees must follow the process outlined by the Office of International Education and Development on the OIED page Faculty/Staff International Business Travel Instructions to purchase this insurance policy.

4.1.3 The University's authorized international health and emergency travel insurance must be obtained by all employees and students traveling internationally regardless of whether the traveler has other related coverage.

4.1.4 Students and employees must purchase the international health and emergency insurance policy through the Office of International Education and Development (OIED) prior to travel.

4.2 Procedures

4.2.1 Students, faculty and staff who will be traveling internationally on University Sponsored Travel should immediately notify OIED.

4.2.2 Students should provide the necessary documentation for travel insurance registration as directed by OIED.

4.2.3 Faculty and staff should complete a Travel Authorization Form and contact OIED regarding how to obtain International Business Travel Insurance.

5 Additional References

6 Authority

[The UNC Policy Manual, Chapter 100.1, The Code, Section 502](#)

7 Contact Information

[Office of International Development and Education 828-262-2046](#)

8 Original Effective Date

June 28, 2018

9 Revision Dates