

## Miami University Travel Policy

<http://www.units.muohio.edu/businessservices/insurance/insurance-traveling-abroad>

The Student Health Center on the Oxford Campus will continue to provide vaccinations to faculty and staff when they have an assignment abroad and an immunization is recommended by the CDC (Center for Disease Control). Payment for the vaccinations will be covered by the department or an international workshop or grant budget. To qualify for this benefit, the employee must provide documentation to the Student Health Center authorizing a transfer of funds to cover the cost of the vaccinations. Departments should authorize this expense by using the form found at <http://www.units.muohio.edu/saf/shs/Forms.htm> and selecting "Banner Form for Department Charge."

Miami University does not pay for vaccinations for employees on vacation or family members accompanying employees abroad. However, the Student Health Center will provide vaccinations for employees and their families if payment is with a credit card. The Miami University Health Plan does not cover the cost of vaccinations for travel.

It is recommended that for some countries a traveler have certain medications available to them. Generally, these are medications that treat gastrointestinal upset, parasites or malaria. These medications are covered by the Miami University Health Plan and should be secured through your family physician.

Any employee or faculty member, or even parents of students planning to visit their student abroad, can purchase HTH insurance under a contract Lifelong Learning has negotiated for the workshops. Faculty and staff can contact the Lifelong Learning office by calling 529-8600 to learn more about the HTH insurance.

Miami University provides comprehensive liability insurance covering the University and its employees while conducting workshops or other University programs outside the United States. Included under this policy are general liability, contingent auto liability, employer's liability, and medically supervised evacuation and repatriation coverage.

The **WorldRisk Travel Assist** coverage is for medical and personal (legal, travel, and security) services to assist faculty and staff with emergencies that may arise when abroad. The assistance services are reached through regional "800" numbers from anywhere in the world as detailed on the **Travel Assist** brochure. Services include:

- Medical Assistance - hospital admission deposit, medical monitoring, dispatch of a doctor or specialist, emergency medical evacuation, medically supervised repatriation, and repatriation of mortal remains;
- Personal Assistance - pre-trip medical referral information, emergency medication, embassy and consular information, lost document assistance, emergency message transmission, emergency cash advance, legal access, translations and interpreters, lost baggage assistance, currency exchange rates, weather information, benefits verification, and claims assistance;
- Travel Assistance - emergency family travel, transportation to join disabled employees, return of minor children, return of traveling companion, return of vehicle;
- Security Services - travel security information, security crisis center, political evacuation, contingency political evacuation.

This service and coverage is provided to not only employees, but also spouses, children, or other companion(s) when accompanying you while you are on official business for the University and traveling abroad.

Below is an information card that can be cut out and carried with you while traveling. It contains contact information for Miami University and Travel Assist.

<p>Insured Organization: Inter-University Council Policy Number: WR10003560</p> <p>Travel Assist can be reached collect at *01 (713) 260-5508 or within the U.S. or Canada, call (800)401-2678.</p> <p>Call Travel Assist, a Division of AIU Holdings when you are traveling outside the USA and Canada on a trip sponsored by the insured organization and you need help finding or arranging services such as:</p> <ul style="list-style-type: none"><li>• Medical Assistance and Travel Medical Emergency Services</li><li>• Personal and Pre-Trip Services</li><li>• Legal Assistance</li><li>• Emergency Cash - from personal funding source</li><li>• Lost Baggage or Passport Assistance</li><li>• Insurance Coordination</li><li>• Evacuation and Repatriation</li><li>• Emergency Message Center</li><li>• Other General Assistance</li></ul>	<p>Be prepared to provide the following:</p> <ul style="list-style-type: none"><li>• Your contact information</li><li>• Condition treated for</li><li>• Location of Treatment</li><li>• Treatment Facility Contact Information</li></ul> <table><tr><td>Humana</td><td>800-601-5031</td></tr><tr><td>MUPD Dispatch</td><td>513-529-2222</td></tr><tr><td>Benefits</td><td>513-529-5716</td></tr><tr><td>General HR</td><td>513-529-3131</td></tr><tr><td>Email</td><td>benefits@muohio.edu</td></tr></table>	Humana	800-601-5031	MUPD Dispatch	513-529-2222	Benefits	513-529-5716	General HR	513-529-3131	Email	benefits@muohio.edu
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