

## **Employee Registration of International Travel**

### **OVERVIEW**

The University strongly advises WSU employees and official volunteers to register travel plans prior to travelling internationally. Registration provides access to the following international travel insurance and risk management resources:

- Emergency medical and security evacuation
- Repatriation of remains
- Some medical and health coverage

University central administration covers the cost of international travel insurance and risk management resources for registered WSU employees and official volunteers.

### **International Travel Defined**

International travel is defined as travel to any non-U.S. location outside of the 50 states (including Hawaii, Alaska, and District of Columbia) and the U.S territories (Puerto Rico, Guam, U.S Virgin Islands, Northern Mariana Islands, American Samoa, and Swains Island).

### **Registration**

To register, the WSU employee or official volunteer must email their travel itinerary to the international insurance and emergency and risk management resource provider at:

[trips@oncallinternational.com](mailto:trips@oncallinternational.com)

### **Applicability**

The requirements of this policy apply to WSU employees who are **not** leading student programs and to official volunteers.

Applicable employees include:

- Faculty
- Staff
- Graduate students on paid assistantship or time-slip appointments

See *BPPM* 60.81 regarding the requirements for official University volunteers.

### **Faculty-Led Programs**

Faculty traveling with students on faculty-led programs must follow the program and travel registration procedures in *BPPM* 10.43 and 95.55.

### **Student International Travel**

See *BPPM* 95.55 for student international travel registration information.

TRAVEL

95.57.2

New 10-18

International Programs

509-335-2541

Risk Management Services

509-335-6893

**BUSINESS POLICIES AND PROCEDURES MANUAL**

**Employee Registration for International Travel**

Personal Travel and  
Family Members

Insurance and other risk management resources are not provided to WSU employees and volunteers for personal travel or for family members.

**ASSISTANCE**

For further information, contact Risk Management Services (RMS); telephone 509-335-6893; or see the RMS website at:

[riskmanagement.wsu.edu/](http://riskmanagement.wsu.edu/)