



## 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, your international travel insurance coverage will be in affect.

*Include staff, faculty, coaches, volunteers, etc., and the number of student travelers*

Name of Traveler(s)

Destination

Dates of Travel

Job Classification

Reason for Travel (conference, trade show, sabbatical, teaching, athletic event, etc.)

**[ ] Traveler has checked with Information Technology Help Desk for laptop set-up and security.**

Itinerary

**Please see the preparation instructions for [International Travel](#) on the Administrative Services web site.**

There is important information regarding travel warnings, travel insurance, safety, currency, emergency phone numbers, etc. while traveling abroad. 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.

International Travel liability coverage for college faculty and employees is being provided through ACE USA administered through a policy with the State of Idaho. You can print an insurance card prior to travel. Instructions can be found using the "International Travel" link above.

Supplemental insurance is available. LC State recommends [www.insuremytrip.com](http://www.insuremytrip.com). The traveler may be responsible for the cost of this insurance. Check with your supervisor to see if this expense is approved with state funds or if it will be a personal expense. It is at the discretion of the supervisor who pays for supplemental insurance, the college, or the traveler.