

## UNIVERSITY OF MIAMI INTERNATIONAL TRAVEL POLICY

**Purpose:** To provide information to the University of Miami Faculty regarding international travel on University business.

**Policy:** The Dean or Dean's designee of a faculty member's school must approve all faculty travel on University business to a foreign country. The faculty member is responsible for completing faculty travel procedures before traveling.

**Procedure:** Faculty members traveling to a foreign country for purposes related to their employment with the University must follow the procedures listed below.

- ❑ Complete and submit the *Travel Form* to that faculty member's Dean or Dean's designee for approval prior to initiating travel. The *Travel Form* can be obtained by downloading a copy from the Travel website at [www.miami.edu/travel](http://www.miami.edu/travel).
- ❑ For travel to be approved and costs to be reimbursed or paid for by the University, travel must be for official University business such as bona-fide research for the University, seminars or teaching program for the University.
- ❑ Once travel is approved, submit the *Travel Form* to the Office of Risk Management (8-3163).
- ❑ The University, through AIU WORLD RISK, provides Foreign Travel Services for faculty and employees traveling on University of Miami business. The specific service provided is referred to as AI Assist. The AI Assist Program provides travelers with travel assistance such as:
  - ❑ General Services comprising travel documentation, immunizations, political/environmental warnings, currency and ATM locations, global weather, emergency message, telephone translation, security program, relocation support;
  - ❑ Medical Services consisting of physician/dental/hospital referral, medical case monitoring, shipment of records and prescription, and medical evacuation;
  - ❑ Technical Services encompassing lost/stolen luggage and personal effects, lost/stolen travel documents/tickets, cash transfer, vehicle return, legal referral, trip interruption, and repatriation of remains.

Prior to traveling, the faculty member must print from the travel website [www.miami.edu/travel](http://www.miami.edu/travel), a copy of the "Foreign Travel Services" card which provides the policy number, relevant telephone information and services at a glance. The faculty member must also call (800) 626-2427 to obtain an up-to-date report of potential dangers associated with their travel destination relative to health or political conditions. This provides important information to the faculty member and provides the insurance carrier the opportunity to log the faculty member's travel and destination.

Travel not approved by the Dean or Dean's designee or the Provost or Provost's designee is deemed to be outside the scope of the faculty member's employment. The faculty member is not covered by worker's compensation benefits or other University travel benefits.

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