

## **Workers' Compensation Coverage for Out of State Employees**

To guarantee that all NDSU employees are covered by Workers' Compensation while working and living outside the state of North Dakota for greater than 30 days, the information below must be provided to the Safety Office prior to leaving the state. **It is imperative that nothing be left blank.** If you have any questions, feel free to contact the Claims Specialist at (701)231-6740.

**Today's Date:**

**Employee Name:**

**Employee ID #:**

**Actual Physical Out of State Work Address:  
(Cannot be a PO Box #)**

**Type of building—even if they do a majority of their work in the field, if they do anything out of a building, this information is required (Work from home, office building, etc):**

**Number of stories/floors in the building:**

**Telephone Number where employee can be reached:**

**Department:**

**Supervisor:**

**Position Title:**

**Start Date:**

**End Date:**

**Wage:**

**Brief Description of Duties:**