

# North Dakota State University

## Guidelines for International Travel

### I. Introduction

Travel by North Dakota State University Faculty and Staff is vital to the continued growth and educational offerings of the university. To help you ensure that you are safe during these times of travel, the following guidelines have been developed. Travel precautions require a continued awareness of one's environment and an ability to adapt to new cultures, customs, and laws.

### II. Purpose

The guidelines are available to provide all employees minimum health and safety information for traveling abroad on University business.

### III. Goals

To reduce the risk of potential work related injuries and security issues associated with travel abroad for University business.

### IV. Procedure

#### Preplanning Recommendations

The following steps need to be taken before you embark on an international trip.

- Fill out the request form for [Out of State Travel](#). If planning to be in a foreign country for more than 30 consecutive days, you and your department must find and purchase workers' compensation insurance in the destination country prior to departure. If unable to obtain compensation in the country, you must provide documentation that neither the country, nor the private insurance market provides workers compensation coverage. The documentation must be submitted to the Safety Office for coverage to be secured with North Dakota Workforce Safety & Insurance (WSI).
- Review the attached International Travel Insurance document.
- Review the [International Travel Insurance](#) information on the North Dakota Risk Management website.
- The Office of International Programs will coordinate ordering [insurance for faculty leaders and their students on faculty-led programs](#).
- Register travel with the US State Department using the [Smart Traveler Enrollment Program](#) (STEP). This will help them contact you if there is a family emergency in the U.S. or if there is a crisis where you are traveling. In accordance with the Privacy Act, information on your welfare and whereabouts will not be released to others without your express authorization.
- Familiarize yourself with local conditions and laws. While in a foreign country you are subject to its laws. The State Department website has useful [safety alerts](#) and other information about the country you will visit.
- Obtain country specific information, travel warning, and travel alerts. These can be accessed in three ways:
  - On the [U.S. State Department](#) website
  - By fax: on a fax machine, dial 202-647-3000 and follow the voice prompts
  - By telephone: dial 888-407-4747 from within the U.S., or from overseas

202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

## **Documents**

It is recommended that you carry only the documents that you will need in a wallet or purse. Realize that all business documents might be subject to search, seizure, or copying. The following are, but not limited to examples of documents that are required or should be considered.

- Complete travel itinerary (including contact numbers, if known) – Leave a copy with your office and with family or a friend. Do not publicize this information beyond those who need to know.
- Passport/Visa – Ensure that it is up to date, signed and that the emergency information page of your passport is completed. Ensure that you have current and appropriate visa(s), if required. Make 2 copies of the Passport page containing your photograph and visa(s). Leave a copy with your office or family and carry the other with you in a separate place from your passport.
- Credit Card – recommend that you carry only the cards that you will need.
- U.S. driver's license
- List of numbers from credit cards, traveler's checks, telephone numbers to report a loss, and air ticket numbers. Make 2 copies. – Leave a copy with family and carry the other with you in a separate place to prevent a loss of all the information.

## **Health & Safety Recommendations**

Familiarize yourself with conditions at your destination that could affect your health and safety. Some examples would be high altitude or pollution, fire evacuation routes, security issues, physical hazards, types of medical facilities, required immunizations, availability of required pharmaceuticals, etc.

- The key resource for health information is the [Travelers' Health](#) page of the Centers for Disease Control (CDC) website.
- [Information about infectious diseases abroad](#) may be found on the website of the World Health Organization. [Further health information for travelers](#) is also available on the World Health Organization website.
- Prescriptions – recommend that you carry a copy of prescriptions and an ample supply, in original containers if possible. Many countries have restrictions on what medications may be brought into the country. Even over-the-counter medications may be prohibited in some countries. Check with the destination country embassy on prohibited items.
- If you have allergies, reactions to certain medications or foods, insect bites or other unique medical problems, consider wearing a “medical alert” bracelet. You may also wish to carry a letter from your physician explaining required treatment should you become ill.
- If you wear eyeglasses and/or contact lenses, take an extra pair with you.
- The Sanford Health Plan provides benefits to members traveling or living outside of the United States. However, preauthorization and prior approval requirements will apply. Refer to the [Human Resources Benefits](#) page for more details and information on who to contact.
- *As stated above in preplanning:* If planning to be in a foreign country for more than 30 consecutive days, you and your department must find and purchase workers'

compensation insurance in the destination country prior to departure. If unable to obtain compensation in the country, you must provide documentation that neither the country, nor the private insurance market provides workers compensation coverage. The documentation must be submitted to the Safety Office for coverage to be secured with North Dakota WSI.

### **Attention: How to Report Injuries to University Police & Safety Office**

Should you have an incident regarding medical, personal, travel or security while on your travels, fill out an [Incident Report Form](#) immediately or within 24 hours and have your supervisor fill out an Incident Investigation Form. These forms can be found on the Downloadable Forms page under the University Police & Safety Office link.

### **Emergencies**

U.S. consular offices are located in over 260 Foreign Service posts abroad and can provide assistance to Americans during a crisis.

- Consular duty personnel are available for emergency assistance 24 hours a day, 7 days a week at U.S. embassies, consulates, and consular agencies overseas. [Contact information](#) may be found on the U.S. State Department website
- When the family of an American traveler needs to reach them because of an emergency at home or because family members are worried about the traveler's welfare, they should call the State Department at 1-888-407-4747.
- If your U.S. passport is lost or stolen while you are overseas, report it immediately to the local police and to the nearest [U.S. Embassy or Consulate](#).
- Consular officers also perform non-emergency services, including providing information on absentee voting, selective service registration, and acquisition and loss of U.S. citizenship. They can arrange for the transfer of Social Security and other U.S. government benefits to beneficiaries residing abroad, provide U.S. tax forms and notarize documents.

**For more Information on NDSU International Travel insurance, please see the attached document (page 5).**

### **Luggage Recommendations**

- Hand-carry any sensitive information.
- Be sure that luggage is tagged with covered tags that are identified with your business address and telephone number. Do not use a business card as your luggage tag. Put your name and business addresses inside each piece of luggage and be sure it is secure.
- Use sturdy luggage and try not to over pack. Expensive luggage or bags that look expensive should not be carried.
- Leave all expensive and heirloom jewelry at home.
- Follow all other airline travel requirements.

### **Driver's License**

Many countries do not recognize a U.S. driver's license, so check with the Embassy of the country where you plan to reside to find out more about the requirements. A listing of [foreign embassies and consulates in the U.S.](#) is available on the State Department's website.

If renting a vehicle in a foreign country, it is recommended that additional insurance be purchased. Refer to the [NDSU Travel Policy](#) for more information.

### **Street Smart Recommendations**

- Invest in a good map of the city. Note significant points on the map such as your hotel, embassies, and police stations. Make a mental note of alternative routes to your hotel or local office should your map become lost or stolen.
- Be aware of your surroundings. Look up and down the street before exiting a building.
- Avoid jogging or walking in cities you are not familiar with. If you must jog, be aware of the traffic patterns when crossing public streets.
- Avoid renting vehicles or driving unless you are familiar with the local traffic laws and customs.
- Vary the time and route by which you leave and return to the hotel. Be alert for persons watching your movements.
- Be cautious when entering public restrooms.
- Keep your passport with you at all times. Only relinquish it to the hotel if required by law when registering, or if you are required to identify yourself to local authorities for any reason.

NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to Vice Provost for Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, 701-231-7708, [ndsuoaa.ndsu.edu](http://ndsuoaa.ndsu.edu).

## **North Dakota State University International Travel Insurance**

The North Dakota Risk Management Division in Bismarck purchases a Foreign Travel Liability Policy from ACE American Insurance Company for all state employees who travel on state business to foreign countries. This policy offers a wide range of protection for travel abroad. Risk Management requests that you visit the insurance carrier's site for further travel information on how to contact them if you need medical, personal, travel, or security assistance.

In addition, we urge you to register your travel with the US State Department using the [Smart Traveler Enrollment Program](#) (STEP). Situations like the 2004 Southeast Asian tsunami and the 2006 Israel-Lebanon conflict demonstrate the importance of State Department registry. Also, as a result of your registration, you will be able to receive emergency information from the relevant Embassy or Consulate via e-mail. The State Department has [Consular Information](#) available for your destination. We also recommend that you review the [Country Background notes](#) available on the U.S. State Department website.

After reviewing the information, should you have any questions about health, safety, or security abroad, please do not hesitate to contact the NDSU Safety Office at 701-231-7759.

- State of North Dakota Employees [Out of State/Out of Country Travel](#)
- North Dakota Risk Management [Executive Assistance Services](#) Around the Clock Protection
- [Executive Assistance Services](#) – Including Repatriation
- How to File a Claim with [ACE International Advantage Insurance](#)

When you call, please be prepared with the following information:

1. Ace Advantage toll-free, 24/7 number – IDD+800-0200-8888 or 1+800-766-8206
  - a. When you call our hotline, you will be connected to a claim professional who will ask for specific information regarding your claim. You can help us process your claim more quickly if you are prepared with the appropriate information. However, please do not delay reporting your claim if you do not have all of the information requested.
  - b. Name of caller, phone no., fax no., relationship to patient;
  - c. Patient's name, age, sex and policy number (Contact the Safety Office)
  - d. A description of the patient's condition;
  - e. Name, location, and telephone number of the hospital
  - f. Name, location, and telephone numbers for the treating doctor; where and when the doctor can be reached;
  - g. Health insurance information, worker's compensation, or automobile insurance information if the patient had an accident.

### **Attention: How to Report Injuries to University Police & Safety Office**

Should you have an incident regarding medical, personal, travel or security while on your travels, fill out an [Incident Reporting Form](#) immediately or within 24 hours and fax to 701-231-6739. In addition you must also have your supervisor complete the Supervisor Investigation part of the form.

### **Online Information and Services\***

Information about Executive Assistance® Services, as well as access to the **Online Security Information, Other Information Services, Online Wallet Card PDF and Passport Stickers PDF** is available through a proprietary password protected website. There are no restrictions to the number of times an insured may access this website

- [www.aceExecutiveAssistance.com](http://www.aceExecutiveAssistance.com)
- User ID:** (Contact the Safety Office) **Password:** (Contact the Safety Office)

### **For Medical Emergencies**

#### **Please be prepared with the following information**

1. Name of caller, phone/fax no., relationship to patient
2. Patient's name, age, sex
3. Description of patient's condition
4. Name, location and phone number of hospital
5. Name and phone number of treating doctor; where and when treating doctor can be reached
6. Health insurance, workers' compensation and auto insurance information (if involved in an auto accident)
7. Policy Plan No. (Contact the Safety Office)
8. Name of Insured

### **For Political Evacuation Emergencies**

#### **Please be prepared with the following information**

1. Name of caller, phone/fax no., relationship to Evacuee(s)
2. Evacuee(s) name, age, sex
3. Description of political emergency and reason for evacuation
4. Name, location and phone number where evacuee(s) can be reached
5. Policy Plan No. (Contact the Safety Office)
6. Name of Insured

## **HOW EXECUTIVE ASSISTANCE® WORKS**

### **Medical Assistance Services\***

All services and payments must be arranged and pre-approved by Europ Assistance. Evacuations and repatriations must be ordered by a legally licensed physician and approved by a Europ Assistance designated physician to certify that the severity of the injury or sickness warrants an emergency evacuation/repatriation. All transportation arrangements must be by the most direct and economical route possible. If you are seriously ill or injured and cannot call, you must contact Europ Assistance as soon as you are able.

#### **• Hospital Admission Deposit**

Europ Assistance will either guarantee the payment of or wire any required emergency hospital admission deposit up to USD\$10,000. It is the responsibility of the Policyholder or covered employee/volunteer/student to repay deposit to Service Provider within 45 days (without interest).

#### **• Medical Monitoring**

Europ Assistance will monitor your condition when hospitalized abroad and will use best efforts to report your condition regularly to a person designated by you.

#### **• Dispatch of a Doctor or Specialist**

When Europ Assistance determines, based on information available to them, that your condition cannot be adequately assessed to evaluate the need for evacuation, Europ Assistance will dispatch a doctor or specialist to your location. ACE will pay the cost of the doctor's or specialist's travel to your location, but does not pay the cost of any medical services rendered by the doctor or specialist at the location.

## **HOW TO ACCESS SERVICES**

### **Worldwide Telephone Access\***

**Call Europ Assistance® USA from anywhere in the world 24 hours a day/7 days a week** for Medical and Political Evacuation Emergencies, for Emergency Travel, Legal and Personal Assistance Services, and for Concierge Services. Europ Assistance® professionals will connect policyholders with iJET Intelligent Risk Systems for emergency political evacuations:

- Toll Free When Outside U.S. and Canada - IDD + 800 0200-8888 (available from 40 countries)
- check [aceExecutiveAssistance](#) for complete list of countries
- Call Collect When Outside the U.S. and Canada - 1 + (202) 659-7777
- If Toll Free or Collect Calls Are Not Available When Outside the U.S. and Canada: IDD + 1 + (202) 659-7777
- Toll Free Within the U.S or Canada - 1 + (800) 766-8206

**Security Information:  
Online Security Information\***

Online worldwide security information services will be provided through Europ Assistance USA and iJET Intelligent Risks Systems. Powered by iJET, the online Executive Assistance® security information will include rich and dynamic security content for more than 180 countries and more than 200 cities worldwide. ACE Policyholders with Executive Assistance® Services can select Information at a region, country or city level. Detailed reports will include an overall security rating across six key categories, security alerts, **the latest security, health and exit/entry information, key local contact numbers and a map. To access online security information, go to:**

**[aceExecutiveAssistance](#)** *User ID:* (contact the Safety Office) *Password:* (contact the Safety Office)

**Other links on security and additional information:**

ND Risk Management **[Travel Abroad Assistance](#)**

**[U. S. State Department](#)** website

**[Center for Disease Control](#)** or **[Center for Disease Control Travel](#)**

**[World Health Organization](#)**

**[Treasury Department website](#)** (Sanctioned country listing)

**Social Security in other Countries website.** This page provides users with links to the **[Social Security agencies of other countries](#)** and related international organizations.

**[Currency Exchange rates](#):** The given values on this site are gathered from the Federal Reserve Bank of New York, representing the 12 noon buying rates and the International Monetary Fund, according to their availability.

**\*\*International compensable work related injuries will be reviewed and covered by North Dakota Workers Compensation or the qualified Out-of-Country Policy.**

**\*\*If renting a vehicle for University use in a foreign country (including Canada and Mexico), liability coverage offered by the car rental agency MUST BE PURCHASED.**

**\*\*Remember, if you are planning on being out of the country for greater than 30 days you must secure Workers Compensation coverage from that country. Contact the Safety Office.**