

According to NDCC 92-01-02-22.1, North Dakota Workforce Safety and Insurance (WSI) has extended workers compensation coverage to employees of North Dakota employers hired in North Dakota and working outside the United States for a time period more than 30 consecutive days and less than one year with the following requirements.

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 or from the collaborative institution, you must provide documentation that neither the country, nor the private insurance market provides workers' compensation coverage. The documentation must be submitted to the UP&SO for coverage to be secured with North Dakota WSI.

If the information is not forwarded to the UP&SO Claims Specialist prior to travel, employees injured while working outside the United States beyond the 30 days but less than a year may not have workers' compensation coverage.

Complete the form as follows:

- Working Outside the United States form must be filled out and submitted to the UP&SO Claims Specialist prior to travel if working outside the U.S. for more than 30 days but less than one year.
- If working in more than one foreign country, be sure to list the dates and departures for each country. You may attach an itinerary.
- You must list the date you are leaving the U.S. and your return date.
- Include and explain in detail the purpose of travel.
- Attach documentation in advance of the foreign travel stating that the employee could or could not obtain workers' compensation from the country or collaborative institution in which they will be working. This can be an e-mail from the host institution or private insurance carrier in that country.
- Submit the completed forms to: UP&SO, Dept 3300, P O Box 6050, Fargo ND 58108, or e-mail to Jennifer.Baker@ndsu.edu. If you have questions, please call Jennifer Baker, Claims Specialist at 701.231.6740.

Review **Guidelines and Insurance for International Travel**

<http://www.ndsu.edu/fileadmin/policesafety/docs/NDSUInternationalTravelInformation.pdf>

University employees that will be working outside of the U.S. for more than thirty days but less than one year must notify the University Police & Safety Office in advance. They **must also include documentation** if they were unable to obtain workers compensation in the country or from the collaborative institution where they will be working.

Complete if working outside the U.S. for more than 30 days and less than one year.

Full Name of Employee: _____

Empl ID#: _____

Position Title: _____

E-Mail Address: _____

Employee Phone: _____

Department: _____

Supervisor Name: _____ Supervisor Phone: _____

Country Employee will be working in: _____

Work Address and Location in that Country: _____

Date Departing U.S.: _____ Date Arriving in Country: _____

Date Departing Country: _____ Date Arriving in U.S.: _____

If working in more than one country, attach an itinerary.

Purpose of Travel - Be Specific:

Name of Contact in Foreign Country(s): _____

Contact Phone Number: _____ Date of Contact: _____

E-mail Address of Contact in Foreign Country(s): _____

Average gross wage for the period of time you will be working in that country: _____

Supervisor Signature

Date

Supervisor Printed Name

University Police & Safety Office
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