

INTERIM PROCEDURES: Mandatory Travel Insurance

Mandatory Travel Insurance

Date Adopted: 6 April 2022

Date Ending: 5 April 2023

Date Reviewed:

References:

A. Mandatory Travel Insurance

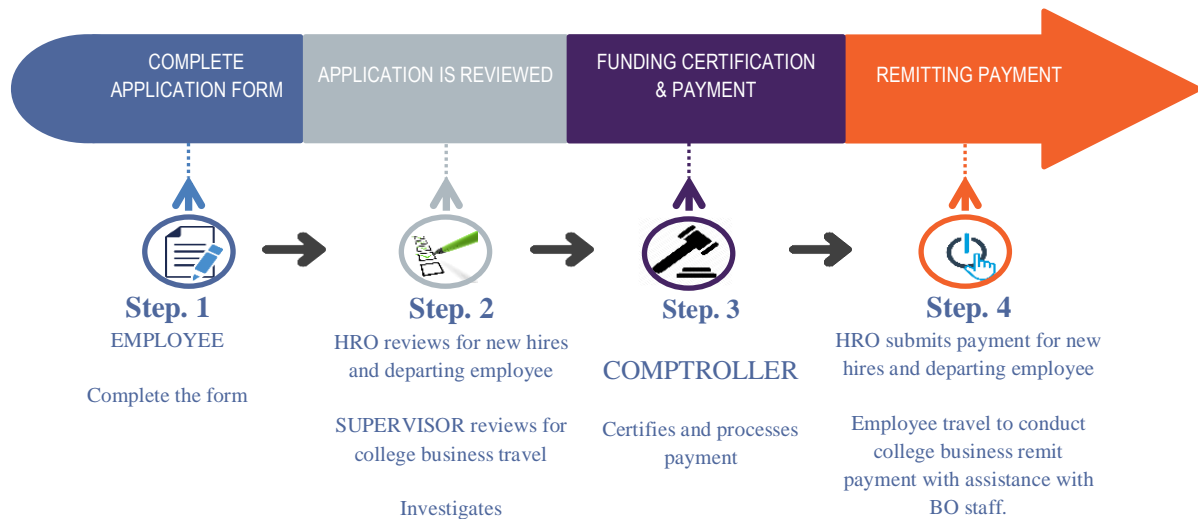
Employees when approved for college travel will apply for travel insurance using the college elected plan prior to travel. The college expects all employees to adhere to this policy when traveling on behalf of the college and on approved college related travel. This policy applies specifically to college business related travel, repatriation of employees and dependents, and recruitment travel of employees and dependents, which is deemed college related travel. All other travel by employees is deemed personal travel.

B. Procedures for Travel Insurance Application

There are two options that employees will follow to apply for travel insurance.

1. Apply for Travel Insurance with FIRSTNET Insurance Company through Moylan’s Insurance, Und. FSM, Inc.

When a college employee is approved by the college to travel to fill a job at one of the campus sites, departing the college after the return transportation benefit is vested or to conduct college business away from duty station that requires travel, the employee will complete the application for travel insurance following the graphic below.



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2. When the employee travels on United Airline and applies for the travel benefit there, the itinerary will include the insurance cost and processed at the same time with the TA and payment is remit together with the airfare. Procedures will follow Board Policy and Administrative Procedures No. 5350. HRO staff will notify new hires and departing employees when payment is made and provide them necessary documentation for their file. Business Office will provide necessary documentation for employees who travel to conduct college business prior to their departure.

C. Limitation:

All travelers on travel insurance are responsible for safekeeping of their insurance documentation, reading and understanding guidelines and complying with any requirements while traveling and filing claims when necessary and make necessary changes warranted by changes in travel arrangement.

Travelers on approved travel insurance are responsible for communicating and contacting the relevant agents for the insurance plan they are covered under for questions and related issues to their plan.

See Associated Interim Policy: Mandatory Travel Insurance.