



**UAR NUMBER:**

**TITLE:**

**ORIGINATOR(S):**

**INITIAL ADOPTION:**

**REVISION DATE(S):**

**AUDIENCE: (SELECT ALL THAT APPLY)**

FACULTY

STAFF

STUDENTS

VENDORS

OTHER (SPECIFY):

**PURPOSE:**

**SCOPE:**

**DESCRIPTION (INCLUDE DEFINITIONS):**

All Morehead State University faculty traveling abroad for academic purposes are eligible to apply for international insurance available through the Office of Risk Management / Environmental Health and Safety. Medical insurance purchased fulfills minimum basic requirements for accidents, sickness, accidental death or dismemberment, emergency evacuation and repatriation.

Procedure For Faculty Participating In Sponsored Job Related Study Abroad Or Cultural Enrichment Programs:

Faculty who are participating in a MSU-sponsored study abroad or cultural enrichment program are eligible for their department to purchase supplemental international medical insurance.

The Office of Risk Management / Environmental Health and Safety will verify eligibility for supplemental coverages. The request for payment will be initiated upon successful enrollment and review of travel itinerary.

1. No less than three (3) weeks prior to the scheduled departure date, the faculty member will provide to the Office Risk Management/ Environmental Health and Safety the following:
  - a. Completed application form.
  - b. Copy of itinerary.
  - c. Proof of payment for the application fee by the department or individual.
2. Successful enrollment verification will be provided by the Office of Risk Management / Environmental Health and Safety to all participating faculty members.

**APPROVED BY:**

VICE PRESIDENT: \_\_\_\_\_



DATE: \_\_\_\_\_

7/09/18

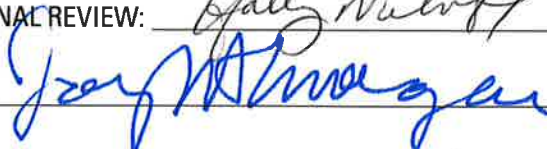
APPROPRIATE INSTITUTIONAL REVIEW: \_\_\_\_\_



DATE: \_\_\_\_\_

7/09/18

PRESIDENT: \_\_\_\_\_



DATE: \_\_\_\_\_

7/9/18