

# The University of Kansas

## Employee Emergency Evacuation and Repatriation Insurance and Business Travel

Emergency Evacuation and Repatriation Insurance policy and Business Travel Accident policies will cover all faculty, staff and student employees traveling on University business, as well as incidental leisure travel up to seven days before and after the scheduled end of the travel for University business. Qualified dependents (spouses and unmarried children, up to ages 19 or 23 if enrolled as full time student) traveling with employees on University business are also covered under these policies.

Coverage exclusions include acts of war in Afghanistan, Iraq, and Pakistan, felonies, suicide, and illegal drug use.

See *KU Policy on Travel to Dangerous Locations*

<http://www.international.ku.edu/~oip/travel/dangerous.shtml>

In order to be eligible for this coverage, **prior to travel** for University business out of state or out of the country, regardless of source funding, **all employees must complete and submit to their travel approver the *Travel Authorization Report form*** located in PeopleSoft Financials. Please contact your business manager for assistance if you do not have access to PeopleSoft.

If you have questions about this form or the process, please contact **Central Accounting Services in the Comptroller's Office, 864-3790**.

See back of this page for specific instructions and contact information:

- Europ Assistance USA (EA) provides travel assistance service
- **CIGNA Group Insurance (CIGNA)** will provide both the travel assistance program (CIGNA Secure Travel) and the business travel accident policy.

### Secure Travel

Europ Assistance (EA) provides an emergency travel assistance program that is available to a covered person when traveling at least 100 miles from permanent residence. The program offers medical, travel and communication assistance and pre-departure services (e.g. visa and passport requirements, foreign exchange rates, embassy/consular referral, immunization requirements, etc.)

Please refer to the Secure Travel brochure and the Secure Travel Policy on the Human Resources and Equal Opportunity (HR/EO) website for more information about coverage, benefits, limitations and exclusions: (print card for your reference)  
[http://www.hreo.ku.edu/benefits\\_pay/benefits\\_info/travel\\_insurance](http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance)

**Contact info to report an emergency event or obtain other services:**

Europ Assistance (24 hours/day)  
1-888-226-4567 (from U.S. and Canada)  
202-331-7635 (collect from other locations)  
202-331-1528 (FAX)  
[cigna@europassistance.com](mailto:cigna@europassistance.com)

**Policy # ABL 980029; Group #57**

**Business Travel Accident Policy**

Under this program, provided by CIGNA, there is a \$100,000 accidental death and dismemberment benefit for covered persons who are:

1. Traveling
  - a. On business of the policy holder and:
  - b. In the course of the business of the Policy holder: and
  - c. Away from the premises of the Policy holder : OR
2. Making a short stay away from the Policyholder's premises in his City of Permanent Assignment.

Please refer to business travel accident policy on HR/EO website for more complete information about coverage, benefits, limitations and exclusions:  
[http://www.hreo.ku.edu/benefits\\_pay/benefits\\_info/travel\\_insurance](http://www.hreo.ku.edu/benefits_pay/benefits_info/travel_insurance)

**Contact info to report an emergency event, file a claim or to obtain other services:**

CIGNA Group Insurance  
525 West Monroe  
Chicago, IL 66061  
1-800-446-1280 (M-F, 8:00 a.m. to 5:00 p.m.)  
312-496-5456 (FAX)

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