

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 six days before and after the scheduled end of the travel for University business, when the travel is at least 100 miles from the employee's permanent residence. Qualified dependents (spouses and unmarried children up to age 23) traveling with employees on University business are also covered under these policies.

Coverage exclusions include acts of war, felonies, suicide, illegal drug use and countries where avoidance of travel is recommended by the United States Department of State.

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 of funding, **all employees must complete and submit to their travel approver the *Travel Authorization Report form*** located in the 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:

- **Worldwide Assistance Services, Inc (WA)** 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

Worldwide Assistance Services, Inc. (WA) 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 complete information about coverage, benefits, limitations and exclusions: (print card for your reference)

http://www.hreo.ku.edu/files/documents/Secure_Travel_WWA_brochure.pdf

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

Worldwide 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@worldwideassistance.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 traveling 100 miles away from the employee's permanent residence.

Please refer to the business travel accident policy on the HR/EO website for more complete information about coverage, benefits, limitations and exclusions:

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:

Lisa Schmitz, CIGNA Group Insurance

525 West Monroe

Chicago, IL 60661

1-800-446-1280 (M-F, 8:00 a.m. to 5:00 p.m.)

312-496-5456 (FAX)

lisa.schmitz@cigna.com

Policy #ABL 980029