Insurance/Services for Foreign Travel

The University has an international liability insurance policy for our employees which is applicable when employees are traveling in foreign countries on behalf of the University. Along with the insurance coverage some additional services are provided to employees through Executive Assistance Services.

Please note that this is NOT trip cancellation insurance and it is NOT health insurance. It is important that you check with your insurance carrier to make sure your health insurance coverage will apply while in another country. If you require trip cancellation coverage it should be purchased through your travel agent.

Attached is info about the services provided, along with a wallet-sized travel card you can print for your convenience. Please complete the attached Employee Travel Notice form and return it to me prior to starting your trip.

While in a foreign country Executive Assistance Services offers the following services to help you get the care you need:
- Pre-trip medical information; hospital deposits \textit{(employee must repay any deposits within 45 days)}; physician referrals
- Medications. Including replacement assistance for new, lost or refill prescriptions
- Emergency lawyer referrals
- Embassy and consular information
- Lost document assistance
- Medical monitoring
- Medical evacuations, when a move to another location for more advanced medical care is deemed necessary

If you are renting a vehicle, you should purchase the liability and physical damage coverage through the rental company. WU hired auto liability and physical damage coverage is \textit{excess} over the local country's insurance coverage.

It is important to contact Executive Assistance Services prior to making any emergency arrangements, to be able to make full use of the services. The phone numbers are on the attached card.

You may also want to register at \url{www.chubbtravelapp.com} (using your email address and our policy number: PHFD38273905) to gain on-line and mobile access to create a travel itinerary allowing the insurance company to send you travel alerts based upon your travel destination. You can also print a travel card from this site, which outlines the Executive Assistance Services provided.

Country-specific travel information can also be found via U.S. Department of State website at: \url{www.travel.state.gov}.

If you have questions or need further assistance please let me know.

\textit{Dorothy Hedman, Insurance Manager}
Vice President for Administration & Treasurer Office
\textit{Bradbury Thompson Alumni Center, Suite 200}
Extension 1634
\texttt{dorothy.hedman@washburn.edu}

Revised 9-14-17/dh
ACE INTERNATIONAL ADVANTAGE®

ACE EXECUTIVE ASSISTANCE® SERVICES

Trip planning, travel assistance and emergency response services are available to all ACE International Advantage® insureds, including their employees, volunteers and students. Please communicate this notice to your international travelers in order to provide them access and incorporate the registration process into your company’s travel policy.

REGISTER NOW!
Visit www.acetravelapp.com to Register
To gain on-line and mobile access to ACE Executive Assistance® Services your international travelers must first visit us at www.acetravelapp.com and use your policy number below to register and create their personal profile.

POLICY NUMBER: PHFD38273905

A One-stop Travel Tool
Your traveler can use the www.acetravelapp.com website to research the country they are traveling to and create a travel itinerary that will allow us to send you travel alerts based upon the destination. Printable wallet cards with our 800# travel hotline can also be obtained on the website.

Download the ACE Travel App
Your traveler can also take ACE Executive Assistance® Services mobile by downloading the ACE Travel App onto their smartphone. The tips and information that are registered on the web will appear on the traveler’s mobile device automatically. If they enable Location Services on their smartphone, the ACE Travel App will push information to them based upon their current location.
SERVICES AVAILABLE TO OUR INSUREDs

The following are just some of the services and information available to our insureds through our mobile app or at www.acetravelapp.com.

**Trip Planning**
- Immunization requirements
- Embassy locations
- Visa/Passport Requirements
- Culture and Etiquette
- Country Information
- Crime and Country Risk Levels

**Travel Alerts**
- Political Instability
- Union Strikes and Service Disruption
- Natural Disasters and Weather
- Crime, Terrorism or Disease Outbreaks

**Security Services**
- Political Evacuation
- Natural Disaster Evacuation
- Consultation Services
- Legal Assistance/Bail
- Emergency Travel Arrangements & Passport Replacement
- Interpretation/Translation

**Emergency Assistance**
- Emergency Medical Transport
- Hospital Admission Guarantee
- Emergency Medical Payment Advance and Guarantee
- Medical Monitoring and Referrals
- Doctor or Specialist Dispatch
- Medication and Eye wear Replacement
- Medical Evacuation and Repatriation
- Family Reunion Travel Arrangements
- Transportation Escort
- Return of Dependent Children and Travelling Companion
- Repatriation of Remains

**Concierge Services**
- Hotel, Car and Airline Reservations
- Restaurant Referrals
- Tee Times
- Personalized Retail Shopping Assistance
If you are in need of Medical or Security assistance 24 hours a day / 7 days a week, call:

International outside the U.S. and Canada
+1 202 659 7777
U.S. and Canada
1 800 766 8206

Policy Holder: WASHBURN UNIVERSITY
Policy: PHFD38273905

Executive Assistance

- Medical and Political Evacuation Emergencies
- Emergency Medical, Travel, and Legal Services
- Concierge Services

Register at: www.chubbtravelapp.com for a web and mobile application
NOTICE OF EMPLOYEE INTENT TO TRAVEL TO A FOREIGN COUNTRY

Name: _____________________________________________

Travel Dates: From __________________________ To __________________________

Countries Traveling To/In __________________________________________________

Group Travel ________________ Individual Travel ________________

If Group Travel: Travel Arrangements Made By (Name of Company): ________________

Approximate Number Of People Expected To Travel: ___________________________

Travel By (Check All That Apply): ____ Plane  ____ Bus  ____ Train  ____ Car

Is Trip In Conjunction With Academic Program?  Yes __________  No __________

Briefly Describe Program or Course __________________________________________

________________________________________________________________________

Describe Your Role/Duties During The Trip ______________________________________

________________________________________________________________________

Name(s) of Other University Employees Traveling With You, If Any

________________________________________________________________________

Signed: ___________________________ Date: ___________________________