

**THE UNIVERSITY OF ALABAMA SYSTEM OFFICE  
INTERNATIONAL TRAVEL  
GUIDELINES AND INFORMATION FOR EMPLOYEES**

These guidelines:

1. Assist UA System Office employees to comply with Board Rule 413 and other System Office requirements related to international business travel.
2. Provide for registration of such travel, so that employees may be quickly located and provided with information related to emergencies or other travel related events.
3. Provide traveling employees with international emergency contacts.
4. Provide employees with additional information on benefits available while traveling internationally.

The guidelines apply to all University of Alabama System Office employees, and apply to any System Office-related international travel:

- Paid from, or reimbursed through, a System Office account, regardless of funding source;
- Undertaken for the purpose of conducting System Office business, but for which the expenses will be paid by the traveler or paid directly to or on behalf of the traveler by a non-System party. An example is international travel by a System Office employee to make a presentation at a professional society meeting for which the organizer will reimburse the employee.

These guidelines do not apply to international travel undertaken for personal reasons or for purposes of performing external activities other than professional public service activities.

**I. IMPORTANT RESTRICTIONS**

1. There are no specific geographic restrictions on international travel by employees. However, all travelers should exercise informed judgment on travel destinations.
2. In certain circumstances, business travel may be denied by the Chancellor or designee, including for reasons related to warnings and restrictions issued by the State Department or C.D.C.
3. No employee will be required to travel to an international destination that the employee reasonably believes to be unsafe.
4. **State Department and C.D.C. Travel Advisories.** Check the travel advisories provided by the U.S. State Department and Centers for Disease Control for the countries to be visited. For assistance with obtaining or interpreting those, travelers may contact the System Office Risk Management office. Additional information on international travel safety is available at the [U.S. State Department website](#) and the [C.D.C. website](#).
5. **Export Controls.** Employees who intend to take equipment, software, supplies or other System Office property to a foreign location or who plan to travel to a country under U.S. Government sanctions must check with the Office of Risk and Compliance to ensure that they are acting in compliance with Federal laws and regulations.

## II. REGISTRATION REQUIRED

1. Prior to international travel, all employees should register with the UA System Office of Risk and Compliance, to provide international emergency contact information that would be used to invoke needed services or benefits, such as international medical coverage or evacuation. Travel may be registered by use of The University of Alabama System Office International Travel Registration Form available at the System Office's Risk and Compliance site, or by contacting Katie Osburne at 205-348-9527 or [kosburne@uasystem.edu](mailto:kosburne@uasystem.edu).
2. Failure to register international travel may result in personal liability for the costs of travel and/or lack of resources for emergencies abroad. For more on reimbursement rules, please consult with the Finance Office at 205-348-4567.
3. **Additional U.S. State Department Registration Encouraged.** Travelers are strongly encouraged to register with the U.S. Embassy in the country/countries to which they will be traveling. This can be done through the [U.S. State Department website](#). Under "Preparing for a Trip Abroad," select Sign up for the Smart Traveler Enrollment Program. Travelers should check in with the local U.S. Embassy upon arrival if staying in the country more than a few days.

## III. EMERGENCY CONTACTS

1. In the event of an emergency (e.g., arrest, auto accident, personal injury, or loss of/damage to property, political or civil unrest, natural disaster, infectious disease outbreaks/epidemics), employees should:

### STEP 1:

Contact the local authorities (U.S. Embassy, police, fire, etc.) about the impending/developing event.

### STEP 2:

Contact our 24/7 Travel Assistance Provider, International SOS for assistance in an emergency situation.

- +1-205-942-8478
- You can also contact them directly through the [International SOS app](#)

### STEP 3:

Contact Katie Osburne, Director of Risk and Compliance, for advice and resource information:

- 205-348-9527 (Office)
- 205-393-2160 (Cell)
- [kosburne@uasystem.edu](mailto:kosburne@uasystem.edu)

If you are unable to reach Chad Tindol, contact **Jeannine Bailes**, the System Office Director of Insurance and Risk Finance:

- 205-934-5552 (Office)
- 205-568-1342 (Cell)
- [jbailes@uabmc.edu](mailto:jbailes@uabmc.edu)

- If you are asked for a policy number for the name of the “insured,” provide the following information: Policy Number: GLM N17929744
- ISOS Membership Number: 11BCAM831609

#### IV. ADDITIONAL INFORMATION, INCLUDING SYSTEM OFFICE BENEFITS

1. **On-the-Job Injury/Illness/Workers Compensation Programs.** This program protects employees on a worldwide basis in the event of injuries and illnesses that occur in the course of and arising out of employment. Volunteers are not eligible for OJI benefits. For more on the administration of this program, please consult UA System Human Resources at 205-348-4567.
2. **Personal Travel Associated with UAS-Related Travel.** Our travel accident and global medical insurance policy generally extends coverage to “side-trips” of a personal nature that are associated with System Office international travel. For example, if an employee visits a landmark or cultural site during a conference at a foreign location, coverage will apply. However, coverage may not extend to personal vacation “tagged on” to international trips (such as an employee remaining in a country for a lengthy period after a conference has ended to visit relatives/friends or sightsee). If you wish to purchase travel insurance for a personal trip, or for a companion, please see the following [link](#).
3. **Property Insurance.** There is generally no insurance available through the UA System for loss of or damage to employees’ personal property. System Office property is insured but only while it is within the United States. If System Office property is taken outside the U.S., please contact the Office of Risk and Compliance to determine if insurance should be purchased. In addition to insurance considerations, if an employee plans to take an electronic device that links to System Office servers or stores System Office data, the employee should contact OIT to ensure the proper security measures are in place on such devices to protect against cyber theft.
4. **Reimbursement shall be in accordance with Board Rule 413 and applicable guidelines of the Finance Office.**
5. **Rental Car Insurance.** When traveling internationally, it is usually preferable to use public transportation, since unfamiliarity with vehicles, roads, and the motor laws of a foreign country increase the risk of driving. If a vehicle is rented or leased outside the U.S., U.S. territories, or Canada for use on System business, the renter should purchase any liability and/or physical damage (collision/ comprehensive coverage) that is offered by the rental company. Secondary insurance may be available through the System Office. Please notify the Office of Risk and Compliance in the event of an accident while on UAS business, regardless of the location.
6. **Spouses or Guests and Foreign Travel.** Spouses or guests traveling internationally with System Office employees do so at their own risk. Our global medical insurance and medical evacuation coverage does not extend to spouses or guests who are not on authorized System Office business. Children under the age of 19 should generally not travel with System Office employees on a System-related international trip unless a spouse or legal guardian of the minor is also participating. Companions may purchase personal insurance [here](#).

Please Click here for further information: [UA System Risk and Compliance](#)