



Re: insurance coverage and emergency procedures for your international travel through HIGE

Dear Colleague:

This document outlines procedures for risk management for WMU employee travel through a program sponsored by the Haenicke Institute or for travel authorized through a fund and cost center administered by the Institute.. Please find enclosed documents outlining the AIG World Risk assistance package for this trip (client: M.U.S.I.C. contract: EX50500265). These services are supplemental to your regular medical and accident insurance and are provided by Western Michigan University to employees traveling abroad on authorized University business. Please note that this package does not replace your regular health coverage. The WMU health insurance plan includes health coverage for travel abroad. If you are not covered through the WMU health insurance plan, please contact us to discuss.

Please familiarize yourself with the coverage and carry the proof of coverage card with you during the trip. In addition, please carry the orange emergency assistance card from HIGE (NB: phone WMU police at 269-387-5555 24/7 to activate emergency response protocol.)

Before your departure, please submit the following items for your file in our office:

1. Copy of your current passport
2. Enclosed health information/emergency treatment authorization form
3. Detailed itinerary

Please note that these documents may be accessed by HIGE staff and other university employees only in the event of an emergency. We will shred them after your return. They will not become part of your employee personnel file or any other centralized university file. If you are traveling on a program where another WMU employee is employed in a managing role, e.g. faculty-led study abroad program, we will also provide that employee with copies of the above.

Please register your trip with the US State Department online at <https://travelregistration.state.gov>

If you have questions about health and/or security issues for your destination, please contact Samer Shammas, Senior Budget Analyst, 387-3950, and he will enroll you in iJET WorldCue Traveler. All WMU study abroad students are enrolled in this travel intelligence service as part of their program. You may search its extensive database to prepare for your trip. You may also receive e-mail alerts regarding changes in conditions in that country prior to and during your trip. You may enter 2 additional e-mail addresses in the system under your profile.

If you are traveling with funding from our office, Samer can assist you in the reimbursement procedures upon your return.

Please note that any travel authorized through the Haenicke Institute is subject to all university policies and procedures, including normal travel authorization. WMU cannot authorize employee travel on university business to the following countries without special conditions: Balkans, Belarus, Burma, Cote d'Ivoire, Cuba, Democratic Republic of the Congo, Iran, Iraq, Liberia, North Korea, Sudan, Syria, Zimbabwe, Afghanistan, Burundi, Colombia, Columbia border of Ecuador, Gerogia, San Pedro Sula-Honduras, Iran, Liberia, Iraq, Mexico City-Mexico, Pakistan, Philippines, Chechnya-Russia, Somalia, Sudan, Tajikistan, Turkmenistan, Colombian Border-Venezuela, Yemen.

The insurance issues outlined in this letter are under the responsibility of Tim Kellogg, Manager, Business Services, 387-4827, timothy.kellogg@wmich.edu . Please contact him directly with any questions on coverage or authorization.

Bon voyage,

Brett Berquist
Executive Director International Programs
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Enc.: WorldRisk proof of coverage card
Orange HIGE emergency card
health information/emergency treatment authorization form