**15.1.5 International Travel Insurance Requirements**

**Policy Statement**

The University of Illinois System requires employees traveling internationally on system business to enroll in international travel insurance.

**Reason for the Policy**

This policy promotes international travel safety and security and complies with the [University of Illinois System International Travel Safety Policy](https://www.vpaa.uillinois.edu/cms/One.aspx?portalId=420456&pageId=1226965).

**Applicability of the Policy**

This policy applies to system employees traveling internationally on system business. This includes, but is not limited to, business trips, conferences, faculty exchanges, faculty-led study abroad programs, teaching, research, service, or sabbaticals. system business travel is not dependent on receiving system funding.

Students travelling internationally on system related matters should refer to their university’s international travel safety policy.

**Procedure**

All system employees traveling internationally on system business must enroll in international travel insurance using the applicable University based enrollment website. Failure to enroll in international travel insurance may result in non-reimbursement of travel expenses.

The system pays the insurance premium for system business travel for employees, but enrollment is required in order to properly document travel and coverage. Enrollment confirmation documentation must be attached to applicable expense reports. The verification letter, confirmation letter, email, or other evidence of enrollment must be included to properly document compliance.

Refer to the applicable university based enrollment website for required information, documentation, and completion of the enrollment process.

UIC Employees: [Programs > UIC Study Abroad (studioabroad.com)](https://uic.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=68830)

System Office, UIS, and UIUC Employees: [Enroll | International Safety and Security (illinois.edu)](https://safetyabroad.illinois.edu/insurance/enroll/)

Information concerning international travel insurance coverage and benefits is available on the [UIUC Coverage and Benefits](https://safetyabroad.illinois.edu/insurance/coverage/) website.

**Related Policies and Procedures**
[15.1.3 Make Travel Arrangements](https://www.obfs.uillinois.edu/bfpp/section-15-travel/make-travel-arrangements)
[15.1.4 Determine Allowability of Travel Expenses](file:///C%3A%5CUsers%5Cbzump2.UOFI%5CUniversity%20of%20Illinois%20-%20Urbana%5CPolicies%20%26%20Procedures%20-%20Documents%5CCY2023%20Policy%20Folders%5C2023_014%20Internation%20Travel%20Insurance%5C15.1.4%20Determine%20Allowability%20of%20Travel%20Expenses)

**Additional Resources**
[Programs > UIC Study Abroad (studioabroad.com)](https://uic.studioabroad.com/index.cfm?FuseAction=Programs.ViewProgramAngular&id=68830)
[Enroll | International Safety and Security (illinois.edu)](https://safetyabroad.illinois.edu/insurance/enroll/)