



## MEMORANDUM

Re: University Related Foreign/International Travel

Dear Colleagues,

The Risk Management department requests information related to all university affiliated Foreign/International travel. This information allows us to insure trips overseas appropriately. Keep in mind that this information concerns employees only, not students, and that students should seek their own coverages.

While planning a trip, the following items must be adhered to or the foreign travel will not be allowed:

- Number of employees Traveling –There must not be more than 5 employees on any one plane. If more than 5 employees are planning to take a trip, separate flights must be taken. (UCO Policy ID: ADM-PUR-7)
- Destination and Duration of travel –This must be communicated to Risk Management at the beginning of the planning process, i.e. as soon as the traveler knows where they are to be traveling (at least 60 days prior to departure if possible). Destinations will be reviewed to determine insurability. In some cases, coverage is not extended to countries experiencing a high level of civil unrest, war, or terrorism.

Complete the spreadsheet, Employee International Travel Information, with your international travel trip information and return the document electronically to [riskmanagement@uco.edu](mailto:riskmanagement@uco.edu).

Please also include the following information on your email, if applicable:

- Number of U.S. nationals (US Citizens, who are UCO employees living abroad)
- Number of third country nationals (A UCO employee that is from one another country, such as England, and lives and works in yet another country, such as China)
- Number of local nationals (A UCO employee who is from one another country, such as China, and lives and works in that same foreign country)

As you prepare this inventory, please consider faculty and administrative travel, study tours directed by faculty or administrators, invited or accepted presentations, sabbaticals, collaborative initiatives with international entities, etc.

Please provide this information as soon as you are made aware of travel plans. If you have questions, do not hesitate to contact me. Thank you for your time.

Sincerely,

Risk Management Coordinator  
University of Central Oklahoma  
(405) 974-5994