



**THE GEORGE  
WASHINGTON  
UNIVERSITY**  
WASHINGTON, DC

**Responsible University Official:**  
Executive Director, Office of Risk  
Management  
**Responsible Office:** Office of Risk  
Management  
**Origination Date:** September 2003  
**Last Amended Date:** June 11, 2015

## INTERNATIONAL TRAVEL INSURANCE POLICY

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### Policy Statement

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The university provides International Travel Insurance to university employees engaged in university business abroad, as well as to graduate and undergraduate students completing departmentally-approved coursework or research abroad. Prior to the start of a trip or assignment, employees and students must register their travel plans online. Additional information is located on the [International Travel Insurance and Assistance](#) section of the Office of Risk Management website.

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### Reason for Policy/Purpose

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To provide employees and students engaged in university business or travel abroad with information regarding the university's International Travel Insurance Program and travel services.

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### Who Needs to Know This Policy

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Faculty, staff, and students

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<b>Table of Contents</b>	<b>Page #</b>
Policy Statement .....	1
Reason for Policy/Purpose .....	1
Who Needs to Know This Policy.....	1
Table of Contents .....	1
Policy/Procedures .....	2
Website Address .....	3
Contacts.....	3
Related Information .....	3
Who Approved This Policy .....	3
History/Revision Dates .....	4

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## **Policy/Procedures**

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University employees, students, and student workers are covered under the university's International Travel Insurance Program as set forth in this policy. The employee program coverage includes general liability insurance, excess auto liability insurance, medical services, travel advice, security and medical evacuation, and repatriation services. The student program coverage includes travel advice, security and medical evacuation, and repatriation services.

### **International Liability and Foreign Voluntary Worker's Compensation Program**

The university's International Liability and Foreign Voluntary Worker's Compensation program covers university employees' and student workers' liability while working abroad. This policy does not cover students' liability while completing departmentally-approved coursework or research abroad. The program includes coverage for transportation expenses for injuries sustained while abroad, automobile liability, hospital admission deposits, medical monitoring, and legal access.

### **HTH Worldwide Health Insurance Program**

The university requires all employees and students to have sufficient health insurance coverage for the duration of their time abroad.

Faculty and staff traveling abroad on university business are automatically covered by HTH's GeoBlue health insurance plan. University employees can register and access important plan information on HTH's GeoBlue website. Instructions for doing so can be found on the [Office for International Programs' website](#).

Students completing approved travel are eligible to purchase international health insurance coverage at a reduced rate through HTH. Additional information about this coverage can be found on the [Office of International Programs' website](#).

### **HTH Worldwide Evacuation Insurance Program**

The university's HTH Worldwide Insurance program also provides coverage for medical emergencies and security threats abroad, including political crises and natural disasters. This coverage provides worldwide evacuation services, including full-scale evacuation by private air ambulance, as well as telephone advice and referrals. All university faculty, staff, and student workers traveling abroad on behalf of the university, as well as students completing departmentally-approved coursework or research abroad, are covered under this program. University faculty, staff, student workers and/or students planning to extend their stay for personal travel may purchase an extension to the HTH coverage at a reduced rate, and at their own expense.

## Requirements for Coverage

In order to access the coverages set forth in this policy, Risk Management requires some general information concerning travel plans. Prior to the start of a trip or assignment, employees and students must register their travel plans online. Additional information is located on the [International Travel Insurance and Assistance](#) section of the Office of Risk Management website. Specific instructions for registration are located on the [Office of International Programs' website](#).

This policy is supported by the procedures in the university's International Travel Insurance Program.

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## Website Address for This Policy

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[GW University Policies](#)

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## Contacts

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Subject	Contact	Telephone	Email Address
International Travel	Risk Management	(202) 994-3265	<a href="mailto:risk@gwu.edu">risk@gwu.edu</a>
	Office of International Programs	(202) 994-0470	<a href="mailto:oip@gwu.edu">oip@gwu.edu</a>
	Office of Study Abroad	(202) 994-1649	<a href="mailto:studyabr@gwu.edu">studyabr@gwu.edu</a>

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## Related Information

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[GW International - Faculty & Staff Health and Safety](#)  
[International Travel Insurance and Assistance](#)  
[International Travel Approval Policy](#)

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## Who Approved This Policy

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Louis H. Katz, Executive Vice President and Treasurer  
Beth Nolan, Senior Vice President and General Counsel

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## **History/Revision Dates**

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**Origination Date:** September 2003

**Last Amended Date:** June 11, 2015

**Next Review Date:** January 31, 2016