**Case Western Reserve University**

**Foreign Travel Policy**

The university has a Foreign Travel Policy (Policy) which provides insurance and various assistance programs to faculty, staff and students while traveling out of the country on university business or in the scope of their educational experience. In addition, the Policy may provide coverage for chaperones, as well as individuals who are traveling on a CWRU-sponsored trip – these individuals referred to as ‘others’ will need prior approval for coverage. This Policy is designed to assist university employees, students and others while traveling in foreign countries and is provided at no cost. Traveling companions are not covered under this Policy.

**Faculty, Staff and Others:**

Prior to traveling outside of the country, notify the Office of Risk Management and Insurance to receive a summary of international insurance coverage, along with contact numbers should a situation arise while traveling overseas. To receive the information, send an email to Dina Leinweber ([dxl24@case.edu](mailto:dxl24@case.edu)) or Laura Corrigan ([lmc4@case.edu](mailto:lmc4@case.edu)) to include the following: Name of traveler(s), destination, dates and purpose of the travel.

**Students:**

Students studying abroad or participating in CWRU-affiliated international travel (internships, research, conferences, club travel, etc.) are required to complete a study abroad application or to register their travel with the Office of Education Abroad prior to departure. A summary of international insurance coverage and contact details will be provided during this process. The information provided is issued to students as part of their study abroad registration or application. Students who require insurance documentation for their visas should notify the Office of Education Abroad. Questions about study abroad can be directed to the Office of Education Abroad via [studyabroad@case.edu](mailto:studyabroad@case.edu).

**Benefits:**

* Medical Expenses
* Accidental Death & Dismemberment
* Emergency Medical Evacuation
* Repatriation of Remains

**Limits:**

* Medical Expenses: $100,000
* Accidental Death & Dismemberment: $250,000/faculty & staff

$100,000/students

* Emergency Medical Evacuation: 100%
* Repatriation of Remains: 100%

**Travel Assistance Services:**

In addition to the insurance protection, the Plan provides travelers with Travel Assistance Services: Medical Assistance, Personal Assistance, Travel Assistance, Security Assistance.

**Questions Regarding the Policy:** Office of Risk Management and Insurance, Dina Leinweber, 216.368.1547 or Laura Corrigan, 216.368.4394.

*The above is a summary of the coverages for out-of-the-country travel. Coverage is subject to policy terms, conditions, and exclusions. Benefits will not be payable unless Chubb (or an authorized provider) authorizes all expenses in advance and services are rendered by Chubb’s assistance provider.*