

AUBURN UNIVERSITY
INTERNATIONAL TRAVEL REQUEST POLICY AND TRIP CHARGES (revised 8/10/10).

POLICY and PROCEDURE:

1. **REQUIREMENT:** Faculty, staff and students (defined as “travelers”) traveling outside of the 50 United States on Auburn University business, for research or to attend conferences must complete the “Request for International Travel Form” also known as the RAT50 form. The form is considered complete and approved once it has the Provost’s signature. Travelers will not be enrolled in international insurance or reimbursed for trip expenses without a completed and approved RAT50 form. This form should not be used by students on study/ intern abroad programs for credit. The form has been simplified for 2010-2011, is effective 8/15/10, and can be found at the Auburn University “International Presence” website under “International Travel Requests.”
2. **DESTINATION CLARIFICATION:** This requirement covers travel to international destinations and travel to U.S. territories outside of the 50 states, including but not limited to Puerto Rico, U.S. Virgin Islands, Guam.
3. **“STUDENT” CLARIFICATION:** In addition to the activities defined in #1 above, the following types of students should also use the RAT50 form:
 - a. Students on non-credit service learning projects through Auburn University departments or offices. Additional paperwork may be required. Please notify auab@auburn.edu six months before travel.
 - b. Students utilizing their Presidential Scholarships for non-credit programs abroad. Additional paperwork may be required. Please notify the Scholarship Office and auab@auburn.edu six months before travel.
 - c. The International Risk Review Committee must be notified six months in advance, via email to auab@auburn.edu , if an individual or group does not fall into the categories listed above and is traveling internationally on behalf of or sponsored by an Auburn Abroad College or Office.
4. **STUDENTS ON AUBURN ABROAD PROGRAMS:** Auburn University students going on faculty led or on non-faculty (i.e. Other University) Auburn Abroad programs for Auburn University credit do NOT use the RAT50 form since they will be submitting the Auburn Abroad Package to the Office of International Education (OIE).
5. **DEADLINE REQUIREMENT:**
 - a. The Provost must receive and approve the traveler’s RAT50 form **30 days prior to travel.**
 - i. RAT50 forms submitted after international travel will be rejected and reimbursement of expenses denied.
 - ii. “Rush” RAT50 forms submitted less than 30 days prior to travel must be accompanied by a memo from the VP, Dean or Director in the traveler’s department or office providing an explanation to the Provost for the delay and a reason to authorize an exception to policy.
 - b. Adherence to this deadline is required to allow the traveler to be enrolled in the Auburn University International Travel Insurance in a timely fashion and send the traveler appropriate cards prior to travel.
6. **BENEFITS NOTE:** International travel insurance benefits include but are not limited to medical and security evacuation, financial guarantee for hospitalization abroad, major medical benefits abroad. This policy does not cover trip cancellation, interruption or delay. The traveler is responsible for reading and understanding the benefits of this policy.
7. **ADHERENCE TO BUSINESS OFFICE TRAVEL POLICIES:** RAT50s must have Provost approval before the traveler can be reimbursed for any travel expenses at the end of their trip. All travelers must adhere to the travel policies established by the Auburn University Business Office under the direction of the Associate VP for Business and Finance. It is the traveler’s responsibility to keep up to date on these business policies.

8. **TRAVEL WARNING COUNTRIES:** Travel to US DOS Travel Warning (TW) countries is covered under the Travel Warning Policy on the Auburn University website under “International Presence”/ “International Travel Requests”. AU discourages travel to countries on the US Department of State Warning (US DOS) Travel Warning List. Travel to these locations may affect the individual’s ability to obtain medical or other assistance in the event of an emergency. Special approval and forms are required. A list of these countries can be found at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html Please contact auab@auburn.edu for assistance.
9. **ENROLLMENT:** The Office of International Education (OIE) is tasked with enrolling travelers in the Auburn University International Travel Insurance upon receipt of an approved RAT50 from the provost. Travelers with RAT50s not approved by the provost will not be enrolled in International Travel Insurance.
10. **NOTIFICATION OF ENROLLMENT/ CARDS:** OIE will notify travelers via email that they have been enrolled and will include the International Travel Insurance Card (“MEDEX”) as an email attachment. Travelers are responsible for opening the OIE email containing their International Travel Insurance Card (“MEDEX”) card and carrying this card with them when they travel abroad.
11. **CHARGES:** All Auburn University travelers (including students on study abroad programs) will be charged for this insurance. The change in charges listed below is effective 8/15/10.
 - a. The 2010-2011 fee for this coverage is \$2 per day abroad.
 - b. This fee replaces the old RAT50 \$40 per trip fee. The Auburn Abroad fee no longer covers this international insurance fee.
 - c. For faculty, staff and students on an approved RAT50: the fee will be charged to the FOAP listed on the traveler’s departmental FOAP.
 - d. For students on Auburn University Faculty led Programs: This fee will be included in the program fee in addition to the Auburn Abroad fee.
 - e. For students traveling abroad on non-Faculty led programs for Auburn University credit: This fee will be charged to their bursar account in addition to the Auburn Abroad fee. Auburn University understands that certain affiliate programs may carry their own insurance abroad, however Auburn students on programs abroad, enrolled in Auburn Abroad for actual Auburn University credit (not transfer credit) will be included in the Auburn University International Travel insurance plan.
 - f. For students on non-credit service learning projects: this fee will be included in their program fee.
 - g. For students utilizing their presidential scholarship abroad: this fee will be charged to their bursar account.
 - h. Other individuals covered/charged per review of the International Risk Review Committee.
12. **DEPENDENTS:** Faculty and staff members traveling abroad can elect to cover dependents under this policy. Dependents are defined as immediate family members. This includes the faculty or staff member’s spouse and children. The faculty or staff member is responsible for paying the \$2/day fee for each dependent enrolled in this insurance. A check for the total amount (\$2 times the days abroad) made out to “Auburn Abroad” must be submitted to the Provost along with the traveler’s RAT50. Additional instructions are located on the “Dependent Enrollment Form” on the Auburn University website under “International Presence”/ “International Travel Requests”.
13. **PREPARATION:** Travelers are expected to check appropriate health and safety and information sites about their destination country and to prepare accordingly. Travel is a risk.
14. **CONFIDENTIALITY:** The forms required by the AU International Travel Request Policy will be kept in a secure and confidential manner in OIE once they are approved by the Provost. Contact information provided will only be used in the case if an emergency and will be kept on file for the duration of the travel.
15. **COPIES OF FORMS:** The traveler is expected to keep a copy of their approved RAT50 form. This form will be needed to complete their trip expense report and for payment of program abroad invoices.
16. This policy subject to change without notice. Please check before traveling.