

Auburn University


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OFFICE OF INT'L EDUCATION

MEMORANDUM TO: Vice Presidents, Deans, Department Heads/Chairs and Directors

FROM: William F. Walker, President 

SUBJECT: Enrollment in University's Corporate Emergency Medical Assistance Plan and the Updated International Travel Authorization Procedure

Based on recommendations from the International Education Advisory Committee, faculty, and deans, we are establishing the following policy regarding international travel for participation in officially sanctioned university activities and the implementation of a university international Corporate Risk Management and Emergency Medical Assistance Plan.

Effective Immediately:

- All Auburn University faculty, staff, students, and administrators traveling abroad on Auburn University-approved and -sanctioned activities will be enrolled in the Auburn University Corporate Risk Management and Emergency Medical Assistance Plan.
- All university faculty, staff, students and administrators traveling abroad on Auburn University -approved, -funded activities must submit an approved Request for International Travel (RAIT), updated form attached, to insure that they are approved for international travel and enrolled in the Auburn University Corporate Risk Management and Emergency Medical Assistance Plan.
 - o The RAIT must be submitted at least one month prior to the travel and prior to finalizing travel plans except for emergency situations.
 - o The RAIT requires approval of the appropriate department head/chair, director, dean, or vice president before submission to the Office of the Provost (for academic units under the Office of the Provost) or the Office of the Executive Vice President (for administrative and support units under the Office of the Executive Vice President):
 - o The signed copy of the RAIT will be forwarded to the Office of International Education for enrollment in and coordination of the Auburn University Corporate Risk Management and Emergency Medical Assistance Plan.
- All university students traveling abroad in study abroad programs, including those with international experiences embedded in regular on-campus or distance courses, will be registered in Auburn Abroad (UNIV3900 or UNIV6900) to insure that they are enrolled in the Auburn University Corporate Risk Management and Emergency Medical Assistance Plan.
- The Office of International Education, in coordination with the Office of Risk Management is charged with administering the Auburn University Corporate Risk Management and Emergency Medical Assistance Plan.