



University of Massachusetts  
Amherst

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**Memorandum**

TO: Deans, Directors and Department Heads

FROM: Andrew P. Mangels, Controller

DATE: July 30, 2008

SUBJECT: International Travel Coverage-What Constitutes Authorized University Business

As a result of the recent announcement of foreign travel coverage, there have been a number of questions regarding what constitutes authorized travel. This insurance coverage extends to faculty/staff (AA, CC, volunteers) for time periods performing university business in a foreign country as approved in advance and in writing by their dean, director or department head whether or not the expenses are reimbursed by the university and includes:

- Approved foreign travel authorized in advance and in writing for payment
- Approved sabbatical in a foreign country as documented in the sabbatical plan
- Periods of time when performing business for the University as part of a personal trip abroad (for example, meeting with donors or academic colleagues)
- Attendance at a conference in a foreign country

Written approvals for foreign travel should be retained by the dean, director or department head and the traveler and can be in the form of an email or memo. An optional travel advance form is available from the controller's office at : <http://www.umass.edu/aco/forms/travelauth.pdf>

The coverage does not extend to time periods considered personal vacation or for travel that has not been approved in advance and in writing by the dean, director or department head.

The University's international travel coverage is intended to provide the first line of service and protection to the University's travelers. Prior to traveling, international travelers should still contact their personal health insurance company to make certain they understand what additional coverage they may have in place, or may want to put in place, while traveling abroad. Any additional coverage purchased would be at the traveler's own expense.

For questions regarding whether a particular event qualifies as authorized university business, faculty should contact Susan Pearson, Academic Affairs at 413-545-2554 and staff should contact Ruth Yanka, A&F at 413-545-1581. Both faculty and staff should contact Ruth Yanka for questions regarding the AIG coverage itself.