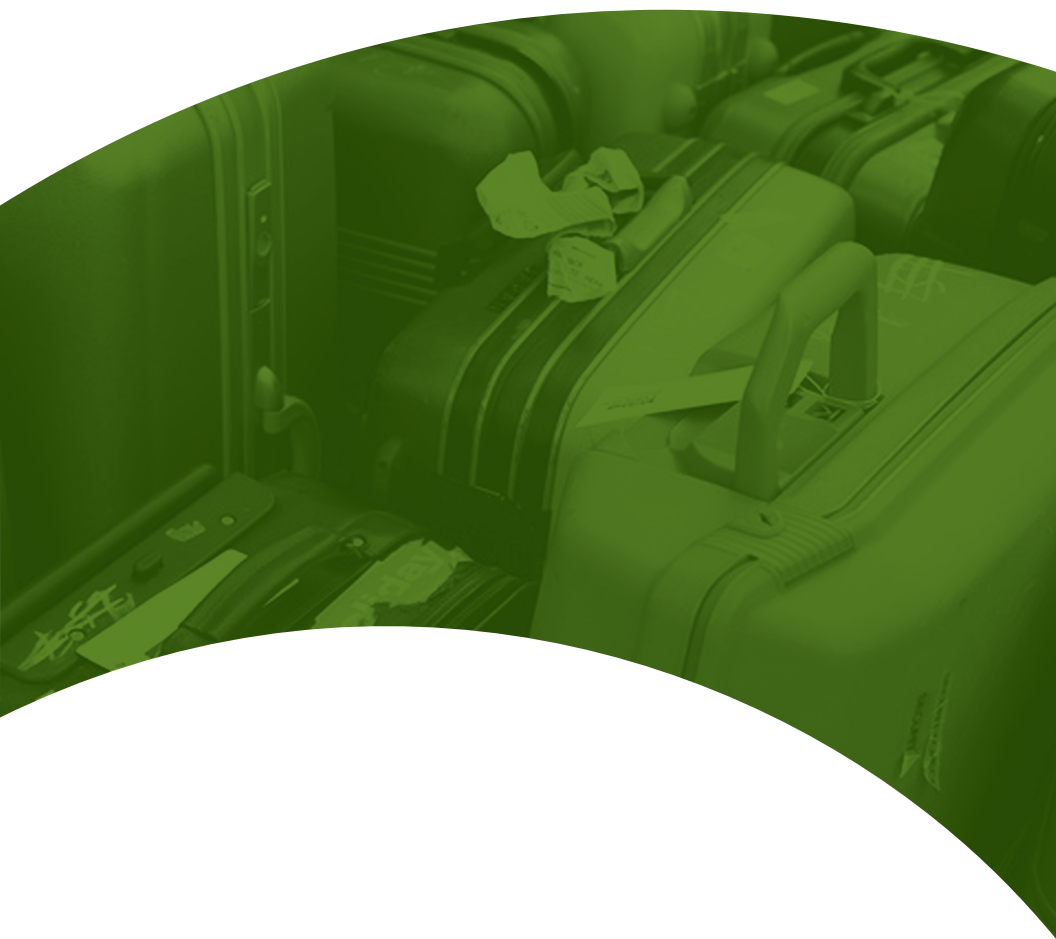


Off-Campus Travel Book

FOR UNIVERSITY OF MICHIGAN FACULTY, STAFF, AND STUDENTS



M UNIVERSITY OF MICHIGAN
HUMAN RESOURCES

Benefits Office

Benefits Information by Phone

The HR/Payroll Service Center can answer many of your benefits questions. Call 734-615-2000 or 1-866-647-7657 (toll free). Service Center Representatives are available by phone to assist you. Monday - Friday, 8 a.m. – 5 p.m.

Office Hours and Locations

You can meet with a benefits consultant at:

U-M Ann Arbor HR Service Center

Wolverine Tower-Low Rise G250, Ground Floor
3003 South State Street
Ann Arbor, MI 48109-1278
734-763-0363, fax
Monday - Friday, 8 a.m. – 5 p.m.

U-M Flint

UHR-Flint
213 University Pavilion
303 East Kearsley
Flint, MI 48502-1950
Call 810-762-3150
810-766-6711, fax
Monday - Friday, 8 a.m. – 5 p.m.

Telephone Services for People Who Are Deaf, Hard of Hearing, or Have Speech Disorders

TTY/ TDD phone service is available through the Michigan Relay Center. Call 800-649-3777 (toll free) and ask the operator to connect you to the HR/Payroll Service Center at: 734-615-2000 or 866-647-7657 (toll free). Service Center representatives will be happy to assist you.

Statement of Intent

This booklet is for informational purposes and does not endorse any product or service.

Important Information

University Information

General Phone Numbers

U-M Ann Arbor	734-764-1817
U-M Dearborn	313-593-5000
U-M Flint	810-762-3000

Benefits Office

Fax	734-763-0363
Web site	benefits.umich.edu
Email	benefits.office@umich.edu

HR/Payroll Service Center

Toll free	734-615-2000 (5-2000 from the Ann Arbor campus) 866-647-7657 (toll-free for off-campus long-distance calls within the U.S.)
Web site	askhr.umich.edu

International Center

Fax	734-764-9310
Web site	734-647-2181 www.internationalcenter.umich.edu/swt/
Email	icenter@umich.edu

International Travel

Oversight Committee

Web site	734-764-4311 www.umich.edu/itoc
Email	umitoc@umich.edu

U-M Personal Travel

Abroad Insurance

www.uhs.umich.edu/tai

University Health Service

Managed/Student Insurance

	207 Fletcher Ave Ann Arbor, MI 48109-1050 734-764-5182
Email	mancare-stuins@umich.edu

HTH Travel Abroad Insurance

From Abroad	888-243-2358 (toll-free within the U.S.) +1-610-254-8741
Web site	www.hthstudents.com

Travel Health Services

University Health Service

Travel Health Clinic

734-763-8304

Web site

www.uhs.umich.edu/services/travel

Department of Public Safety

734-763-1131 (24 hours)

Front Desk

734-763-3434

Fax

734-763-2939

Web site

police.umich.edu

Risk Management

734-764-2200

Fax

734-763-2043

Web site

www.umich.edu/~riskmgmt

Work~Connections

734-615-0643

Toll free

877-869-5266

Fax

734-936-1913

Web site

www.umich.edu/~connect

Email

work.connections@umich.edu

*Note: 800 and other toll-free phone numbers do not work outside the U.S. and Canada.

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Introduction

This booklet is an overview of the information faculty, staff, and graduate students need to know before they can travel for research, on sabbatical, or on other University-related business. For purposes of this handbook, “University travel” for the faculty or staff member is defined as travel that is authorized by the University. For students, “travel” is defined as academic study, an approved employment program, or off-site field placement.

The Benefits Office encourages you to read this booklet **before you travel** on University business in order to make your trip as smooth as possible—and to keep the booklet with you as a ready resource on your trip.

To be fully prepared while you are away, it will be helpful for you to read the following sections in this booklet: “Emergencies,” page 20; “Supplemental Travel Insurance,” page 19; and “Additional Resources,” page 15. If you are traveling abroad, make sure to read “Traveling Outside the U.S.,” page 8.

The Benefits Office encourages the following individuals to contact the HR/Payroll Service Center about coverage before departure:

- fellowship holders with GradCare coverage,
- all benefit-eligible graduate students (GSIs, GSAs, and GSSAs),
- emeritus and retired faculty.

Note for out-of-country travelers:

Many medical insurance plans do not cover emergency medical evacuations or return of a deceased person, although some managed

care plans cover these on a case-by-case basis. To complement your medical coverage while traveling on University business, the University of Michigan Travel Accident Plan, provided by CIGNA, includes a Secure Travel program provided by Worldwide Assistance Services, Inc. for all faculty, staff, and J Visa students and their dependents. Medical evacuation and repatriation are fully insured. For more information about this plan, see “Secure Travel Plan,” page 18.

Please consult the U-M International Travel Information Web Site at www.umich.edu/itoc/ for information concerning overseas travel. The University’s International Travel Oversight Committee (ITOC) maintains this site. The University of Michigan requires all faculty, staff, and students who are planning University-related travel outside the United States to provide emergency contact information. Such travel may be conducted for study, research, participation in sponsored projects or programs, business, or other purposes. To register this contact information, please go to the ITOC Web site at www.umich.edu/itoc/.

Personal Travel Abroad Insurance:

University of Michigan makes the optional HTH Travel Health insurance plan available for students, faculty and staff (and requires certain individuals to purchase it) in order to reduce the impact of health problems on study, work, volunteer and travel abroad. This plan is administered by HTH Worldwide, a leader in international travel health insurance. For additional information see: www.uhs.umich.edu/tai.

Planning Ahead/Before You Travel

Your Itinerary

Faculty, staff, and students traveling outside the United States on University-related activities are strongly advised to provide emergency contact information on the International Travel Oversight Committee's International Travel Registry at: www.umich.edu/~itoc. The registry asks for the traveler's departure and return dates, on-site contact information, and an emergency contact in the U.S. The information entered is accessible by U-M's Department of Public Safety, and can be used to provide support to U-M faculty, staff, and students while abroad in the event of an emergency or other situation requiring urgent communication.

Be sure to leave your itinerary with your department and at least one other person. Students should leave their itinerary with a family member and, if they are participating in an overseas program, with the resident program director.

Keep in mind that your hosts at the research/business site also need to know your daily schedule. One way to ensure privacy is to leave someone in your department a sealed envelope containing your travel plans and contact numbers with the understanding that the envelope would be opened only in case of emergency.

If you are traveling outside the U.S. and your travel location is high risk, it is advisable to leave word at your hotel or other accommodation as well as the nearest U.S. embassy or consulate. This assures that someone knows when you are expected to return and how to reach

you in an emergency. For contact information for all U.S. embassies and consulates, see: <http://usembassy.state.gov/>.

Your Beneficiary

When was the last time you updated your beneficiary information for life insurance? For most people, the answer is the day they filled out the initial form, typically, the day they were hired. Updated beneficiary information is particularly important if you have married, divorced, or given birth to or adopted a child since you filled out your beneficiary form. **Before** departing on a trip is an excellent time to make sure this information is up to date. Beneficiary forms are available from the Benefits Office Web site at: www.umich.edu/~benefits/forms/BenifChg.pdf, or from the HR/Payroll Service Center.

Medical Issues to Handle Before You Leave

It is very important that you know how your medical insurance needs are covered—and how your medical insurance works—before you travel.

Be sure to take all insurance cards and claim forms with you. Write down the phone numbers of your insurance carriers and your primary care physician before you leave in case you have questions or an emergency while you are away. (**Note:** 800 numbers do not work outside the U.S.) Following the insurance carrier's guidelines could save you time and frustration later if you need to file a claim.

If you know that you may need to have medical care when you travel (i.e., for chronic health conditions such as arthritis), prepare ahead. Check with your medical insurance carrier in advance to see how out-of-town or out-of-the-country health care should be handled—and if out-of-the-country insurance is offered.

If you have an allergy to certain medications and/or a chronic health problem such as diabetes, this is a good time to purchase—and wear—a medical ID bracelet or necklace.

Information on finding a physician abroad can be obtained from the local U.S. embassy or consulate as well as from travel agents. The International Association for Medical Assistance to Travelers (IAMAT) can assist people who want a list of qualified English-speaking doctors prior to departure. Call 716-754-4883 or email: info@iamat.org, or go to: www.iamat.org.

Dependents

Whether they become ill or are injured, an eligible, covered spouse, other qualified adult, and/or dependents accompanying you on your University business trip must file their claims through their usual medical insurance provider. If you are unsure about how to file claims when you are out of the state or out of the country, check with your medical insurance provider before you leave.

Adding or Removing Dependents from Insurance Coverage

If you have a change in family status (for example, marriage, birth, adoption, death),

remember that any benefits change must be made **within 30 days** after the event by submitting a Benefits Enrollment/Change form, available from the Benefits Office Web site at www.umich.edu/~benefits/forms/change.htm.

Open Enrollment

If you will be away from home during the annual Open Enrollment (usually held in October), contact the HR/Payroll Service Center. Arrangements can be made to send materials to you so that you can make changes to your benefits for the coming year.

Vision

If you are enrolled in the Davis Vision program, you should first check to see if there is an in-network provider in the area to which you will be traveling. If there is not, you may still receive services, but the benefits will be paid based on the non-Davis Vision Provider Maximum Benefits Payment Schedule. You will need to pay for services in full by cash, check, or credit card. Then you will need to apply for reimbursement by obtaining a Davis Vision claim form from the Benefits Office Web site at: www.umich.edu/~benefits/forms/davisclaim.pdf, and return the receipts and claim form to Davis Vision.

If you are out of the country when you need to use the vision program, you will need to make payments out of pocket. Attach receipts to a claim form and return them to Davis Vision as instructed on the form.

If your glasses or contacts are damaged while you are working, replacement is

covered through Workers' Compensation. Call Work~Connections at 734-615-0643 or toll free at 877-869-5266 or email work.connections@umich.edu.

Glasses/Contacts

It is a good idea to take an extra set of glasses or contacts and a prescription for replacement with you.

Dental

If you are covered through a University dental plan, you should adhere to the services provided through the option in which you are enrolled. Coverage will be based on the payment schedule in place at that time.

If you are outside of the country, you will need to pay for the services out of pocket and then seek reimbursement.

Prescriptions

If you are going to be away for a long time and will need enough medication to cover your stay, you need to keep in mind that prescriptions have restrictions on refills. Quantities exceeding a three-month supply generally will require special handling, so plan ahead. Do not wait until the last minute to refill your prescription. Contact the HR/Payroll Service Center for more information on travel overrides for prescriptions.

Be sure to ask your pharmacist about any possible drug interactions with over-the-counter drugs that you usually do not use, such as motion sickness medications or anti-allergic-reaction drugs.

If you will be traveling outside the U.S., make sure to read the next section, "Dealing with Prescription Medications Outside the U.S."

Medical Issues If You Are Traveling Outside the U.S.

Dealing with Prescription Medications Outside the U.S. You may not be able to obtain your medication overseas. Have a supply of any prescription medications you know you will need while you are away.

If you are able to fill a prescription overseas, you will need to pay for your medication and seek reimbursement. Prescription claim forms are available on the Benefits Office Web site at: www.umich.edu/~benefits/forms/drugs.htm.

Carry a duplicate copy of the prescription you are taking. Ensure that both the drug's generic and trade names are given. A doctor's note describing why you are taking this medication is also recommended. Leave all medications in their original, labeled container so that they are not mistaken for illegal drugs.

Some countries have declared a zero-tolerance policy on drugs. This means that even prescription medications for legitimate health conditions may come under intense scrutiny. In some countries, drugs that are legal and readily available in the U.S. may be considered illegal or require a prescription. A doctor's certificate may not suffice as authorization to transport all prescription drugs to all foreign countries. Travelers have been innocently arrested for drug violations when carrying items that are not considered narcotics in the United States. To ensure that you do not violate the drug laws of the countries that you visit, if you are unsure of the status of the medication you are taking, consult the embassy or consulate of those countries for precise information before you leave the United States.

Syringes. If you use syringes for medical conditions such as diabetes, carry a supply to last your entire trip, as well as a medical certificate that states that the syringes are for medical use.

Medical Consent Issues for Domestic Partners. Medical consent and visitation laws vary by country, but same-sex partners rarely have any legal standing when it comes to emergency hospitalization. If you are critically injured abroad, your partner may not be able to make medical decisions on your behalf, or even visit you in some circumstances. A Medical Power of Attorney is a simple legal document that confers in many countries the authority to make medical decisions on your behalf to anyone of your choosing. After having a lawyer draft the document for you, be sure to travel with notarized copies of it.

Student Health Insurance

Information and applications for student health insurance can be obtained from the University Health Service Managed Care/ Student Insurance Office, 207 Fletcher, Ann Arbor, MI 48109-1050. Call 734-764-5182 or toll free 866-368-0002, or email: mancare-stuins@umich.edu. The University Health Service Web site also has information about student health insurance.

Travel Abroad Health Insurance

Travel Abroad Health Insurance is highly recommended. For Personal Travel Abroad Insurance, University of Michigan makes the optional HTH Travel Health insurance plan available for students, faculty and staff (and requires certain individuals to purchase it)

in order to reduce the impact of health problems on study, work, volunteering, and travel abroad. This plan is administered by HTH Worldwide, a leader in international travel health insurance. See www.uhs.umich.edu/tai.

GradCare

If you are a U-M GradCare-covered graduate student enrolled in an off-campus program for academic study, an approved employment program, or off-site field placement, you need to complete a GradCare Off-site Registration Form before you leave campus for your research project. The form must be signed by your department head or faculty advisor and submitted to the Benefits Office.

Changing HMO or Managed Care Plan Medical Insurance Carriers

If you are covered by an HMO (excluding GradCare) or a managed care plan and move outside the plan's service area for more than 60 days, you must change your medical insurance carrier. Contact the HR/ Payroll Service Center within 30 days of your move. Your new coverage will become effective the first day of the month after you move. You can change back to the HMO or managed care coverage during the next Open Enrollment period (usually in October) if you move back into the service area.

Submitting Insurance Claims

If you are **inside** the U.S., file claims as you usually do.

If you are **outside** the U.S., you may submit claims in the usual manner, provided your

health care provider will accept your insurance; payment will be made in accordance with the payment schedule in place at that time. Usually, you will need to make payment in full and seek reimbursement from your insurance carrier. Before processing a claim, many medical insurance plans that cover health expenses incurred out of the country require that the bill be detailed, translated into English, and in U.S. dollar amounts. Check with your insurance company to see if your policy covers you when you are outside the U.S. If it does, ask your agent what special restrictions apply.

Financial Issues

It has become easier to obtain funds while abroad, but it is recommended that everyone take multiple forms of money, including traveler's checks, ATM cards, credit cards, and cash. Do not rely on a single means of accessing funds while abroad, but rather, have several options. ATMs can refuse to accept your card or, having accepted it, refuse to return it; and banks are closed on weekends and in the evenings, making it difficult to cash travelers' checks or exchange currency at reasonable rates. In addition, take an emergency cash reserve with you to handle the unexpected. See also the International Center's Web site article on travel finances at: www.internationalcenter.umich.edu/swt/travel/finances.html.

Automatic Teller Machines (ATMs)

ATMs will allow you to access funds in the local currency from your bank account at home or as a cash advance against a major credit card (typically Visa or MasterCard). Transaction fees are typically low, sometimes less than in the U.S., and the exchange rates are generally good. If you are obtaining a cash advance against a credit card, keep in mind that you will be

charged interest against this amount from the date of the advance until the balance is paid in full. If you plan to use a bankcard or a credit card to access funds while abroad, you will need a PIN that can be used internationally. Check with your bank or credit card company before you leave.

See the MasterCard/Cirrus ATM finder at www.mastercard.com and the Visa/Plus ATM finder at: www.visa.com/.

Credit Cards

In addition to using a credit card to obtain a cash advance, you will also find that many stores, hotels, and restaurants accept credit cards. The exchange rate is generally quite good, although some credit card companies have begun adding a transaction fee to the cost.

Make a list of your credit card numbers (without expiration dates), phone numbers you would call if you needed to contact the bank regarding your card, and information on whether family members are signers on the credit card. Place the list in a sealed envelope and leave it with your department administrator or with a U-M person designated to contact you during your travels. Not including expiration dates protects you from unauthorized use of the card because the date is required for approval of purchases.

MasterCard Purchasing Card Program (P-Card)

The MasterCard Purchasing Card (P-Card) can be used for conference registrations, memberships, and travel expenses. Proper departmental approval is required. Only the cardholder is authorized to use this card; it should not be lent to other people. More information and a downloadable application is available on the Web at: www.procurement.umich.edu/pcards/html.

A Purchasing Card Coordinator may be reached at: 734-764-8212 or by email at: PurchCard@umich.edu.

American Express Cards

American Express cards are generally accepted in a wide range of commercial establishments and, if arrangements have been made in advance, can be used to obtain a cash advance in an American Express office.

Check Cashing in American Express Offices

American Express offices allow its credit card holders to cash checks against their American bank accounts. If you plan on doing so, check with American Express in advance to find out how much and how often you can obtain funds in this way.

Travelers' Checks

Travelers' checks can be obtained before leaving the U.S. from a local bank or, in some instances, from local travel agencies. American Express checks can be cashed at American Express offices abroad with no transaction fee. Travelers' checks drawn on banks should be cashed at a bank abroad, otherwise there are often significant transaction fees and/or the exchange rate may not be favorable.

Exchange Rates

Exchange rates change frequently. Be sure to save all receipts from money exchanges; the receipts will indicate the rate of exchange at the time the transaction was made. The use of a corporate credit card will ease this process; exchange rates are noted on the card statement. It is possible to purchase traveler's checks in the foreign exchange rate. It is also possible to obtain foreign currency in advance of your trip. Contact your bank for information. For over-

night delivery of a small amount of foreign currency, contact Chase Manhattan Bank's Currency to Go at: 888-CHASE84.

For foreign currency converters, see Oanda at: www.oanda.com/convert/classic/.

Foreign Banks

To open a bank account in a foreign country, take with you a letter of introduction from a bank or credit union in the U.S. This can speed up the transaction and give you quicker access to your money.

Lump-Sum Advances

Faculty and staff may obtain a lump-sum advance from Financial Operations if they are going to be traveling for an extended period of time and/or they will be using funds for items other than travel expenses. The person receiving the money must sign a promissory note, keep legible receipts, and submit an expense report to account for all funds within a month of his or her return to campus.

Some cases in which a lump-sum advance are appropriate:

- the need to pay an on-site employee (but not a U-M employee),
- the need to purchase materials abroad that are not obtainable through a U-M purchase order,
- the need to pay for a group event (such as the payment of museum admissions for participants in a study-abroad program).

The Travel/Business Hosting Expense Travel Form is available on the Web at www.umich.edu/~finops/FormsReports/Forms/traveladv.doc. Call the Cashier's Office for more information at 734-764-8230.

Per Diems

Per diems may be requested in accordance with the University's SPG 501.4-1. The amount varies by city and country. For the recommended per diem for the area to which you will travel, refer to: www.umich.edu/~purch/AP/Travel/index.html or call the Accounts Payable Travel Office at: 734-764-8212.

Calling Cards

The U-M Telecommunications Department will issue calling cards to your department after review of a formal memo (usually from your director) explaining the need for such a card.

The University receives discount rates for long-distance calling calls, so faculty and staff are not to use the cards when calling from campus. The cards are intended for use after hours and when U-M business takes you away from campus. Faxes also can be sent using a calling card.

For more information, call: Telecommunications at 734-763-2000.

Tax Liabilities

Consult with a tax advisor about any tax liabilities that may affect you as a result of off-campus research or business travel.

Traveling Outside the U.S.

Be sure to read "Medical Issues If You are Traveling Outside the U.S.," page 4.

The U.S. State Department's Bureau of Consular Affairs assists American citizens traveling or living abroad. The Bureau also issues Consular Information Sheets, Travel Warnings, and Public Announcements that provide important information to American citizens considering foreign travel.

Check the U.S. State Department's Travel Advisories for information about health and safety conditions worldwide at U.S. State Department's International Travel Site at: <http://travel.state.gov/travel>.

Emergency Contacts

For travel-related emergencies (whether you are traveling or you urgently need to contact someone else who is traveling), call U.S. State Department's Overseas Citizens Services at: 888-407-4747 or from overseas: 317-472-2328.

Important Information

Travel Warnings. Travel Warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended will have Travel Warnings as well as Consular Information Sheets. For University guidelines on travel to countries for which a Travel Warning is in effect, please see: www.umich.edu/~itoc/guidelines.html.

Public Announcements. Public Announcements are a means to disseminate information about terrorist threats and other relatively short-term and/or transnational conditions posing significant risks to the security of American travelers. They are made any time there is a perceived threat and usually have Americans as a particular target group. In the past, Public Announcements have been issued to deal with short-term coups, bomb threats to airlines, violence by terrorists, and anniversary dates of specific terrorist events.

Consular Information Sheets. These are available for every country of the world. They include such information as location of the U.S. embassy or consulate in the subject country, unusual immigration

practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled “Safety/Security.” Sometimes, U.S. Embassy information given to official employees is restated here. Consular Information Sheets generally do not include advice, but present information in a factual manner so the traveler can make his or her own decisions concerning travel to a particular country.

Travel Warnings, Public Announcements, and Consular Information Sheets are available on the Web at:
<http://travel.state.gov/travel>.

Advice

Read books and explore Web sites about the country you will visit and about traveling abroad. See the International Center Web site: www.umich.edu/~icenter/overseas/. Also, the Center has an extensive library of books of interest for those traveling, studying, or living abroad. Contact the IC’s Overseas Opportunities Office, 603 E. Madison Street, 734-647-2299.

Become aware of cultural taboos in the countries you plan to visit.

There are restrictions on photography in certain countries. Check the Consular Information Sheet for the countries you will visit.

Know the language or hire someone who is bilingual.

Know the location of the nearest U.S. embassy or consulate. See the U.S. embassy Web site at: <http://usembassy.state.gov/>.

Express yourself with patience, diplomacy, and an unassuming manner in an effort to be perceived as a welcomed visitor.

- Use the same precautions abroad that you would in any U.S. metropolitan area.
- Avoid poorly lit places and walking alone. Stick to well-traveled streets, and try to walk in groups at night. Be especially cautious when you are new to a city and do not yet know what parts of town may be less safe.
- Don’t carry valuables, even in a backpack or locked luggage. If you must carry cameras, radios, etc., don’t leave them unattended.
- Don’t flaunt wallets, purses, or cameras. Wear a money belt, concealed under your clothing.
- Put valuables in the hotel safe or ask your local contact about storing valuables at the program site.
- Leave expensive or expensive-looking jewelry at home.
- Be on the offensive, rather than the defensive. Be aware of your surroundings.
- When possible, avoid traveling by car. More people are injured or killed abroad in automobile accidents than through violent crime. Driving in a foreign country is particularly dangerous as you may be unaware of driving customs and local laws. (See also “Transportation,” page 23.)

Personal Safety for Women Travelers

While it is impossible to generalize about the experience of women traveling in all places in the world, you may experience some gender-specific challenges when you live or travel abroad. Due to language and cultural differences, the men—and the

women—of your host country may interpret much differently what you consider appropriate behavior for a woman in the U.S. This may be further compounded by the fact that the people in some countries may have distorted or stereotypical notions about American women based on images acquired through American film and advertising. You should also be aware that behavior that is considered acceptable in the U.S. may not be viewed this way abroad (e.g., whistling or personal comments).

A smile, eye contact, certain clothing, or the way you carry yourself can connote different things in different cultures. In many ways, you are your own best resource. Read travel guides or articles, and talk to women who have traveled to your host country. The more familiar you are with the customs and traditions of your host country, the more you will understand why such customs exist—and the safer you will feel while you are abroad.

Passports/Visas/Tourist Cards

To learn whether you need a passport and/or visa for travel to a particular country, go to: www.travel.state.gov/passport. Please note that some countries require that your passport be valid for six months beyond the date of your trip. Some airlines will not let you board if this requirement is not met.

Getting a Passport Application

To apply for your first passport or to renew a passport received when you were less than 16 years old, you must apply in person. Routine processing takes approximately six weeks.

To apply in person, you will need the following:

- an application form,
- two identical passport photos taken within the last six months,
- proof of U.S. citizenship [e.g., naturalization papers or a certified copy of your birth certificate (obtainable from the city health department, city clerk, registrar of vital statistics, county clerk, or state department of health in the city/county/state where you were born)] **or** a previous passport,
- other picture ID, such as a valid driver's license or official state ID card. (Note: If you are adopted or have had a name change for any other reason, you will need more identification),
- payment.

Many passport agencies now accept applications only by appointment. Call ahead to verify cost, forms of acceptable payment, and what you will need to take.

Passport Locations

- **Ann Arbor Branch of the U.S. Post Office**, 2075 W. Stadium, Ann Arbor, MI 48103, 734-662-0223 Monday – Friday, 8:30 a.m. – 4:00 p.m.
- **Washtenaw County Clerk's Office**, 200 North Main Street, Suite 110, Ann Arbor, MI 48107-8645, 734-994-2500, Monday – Friday, 8:30 a.m. – 4:00 p.m.

The County Clerk's Office has a 24-hour pre-recorded message about hours, 734-222-6700.

- **Other locations.** Complete information and downloadable applications are available on the U.S. Department of State Web site at: <http://travel.state.gov/passport>.

Expedited Passport Processing

To get a passport in a hurry, you must provide proof that you need it within 14 calendar days (such as a plane ticket) and pay an additional \$60 fee. See: http://travel.state.gov/passport/get/first/first_831.html. You may apply for expedited passport processing at the following:

- **Ann Arbor Post Office** (see above). To obtain a passport within 10 business days, apply in person and pay an additional \$60 fee. Processing via express mail is also available.
- **County Clerk's Office** (see "Passport Locations," page 10). To obtain a passport within 10 business days, apply in person and pay the additional fee.
- Chicago-based **Perry International**, 312-372-2703, can expedite a passport for an additional \$60 handling fee plus the \$100 passport assistance fee. Call Perry for instructions.
- By appointment only, you may go in person to the **Chicago Passport Agency** and have your passport issued on the spot if you will be traveling within 14 calendar days or are pressed for time because you require foreign visas. Call 312-341-6020 to make an appointment. See: http://travel.state.gov/passport/about/agencies/agencies_905.html.

Getting Photos

On campus, you can get passport pictures taken at **U-M Photo Services**; call: 734-764-9217 or email: photo.services@umich.edu. No appointment is necessary. In addition, many Kinko's shops (open 24 hours a day), AAA locations, and photo-processing centers can take passport photos.

Passport Replacement

- To replace a **lost** or **stolen** passport, you will need a Form DS-64 (a Lost or Stolen Passport Report), a passport application, two official passport photos, an airplane ticket, proof of citizenship (old passport, birth certificate), picture ID, and the application fee. See: <http://travel.state.gov/>. You must apply in person for a new passport.
- To **renew** a passport, download a renewal form from DS-82 <http://travel.state.gov/passport> and mail it directly to a U.S. government Passport Agency along with a check for \$55 payable to "Department of State," two new passport photos, and your old passport, which serves as proof of citizenship and birth date. You can renew your passport by mail only if:
 - You already have a passport that is not damaged; **and**
 - You received it within the past 15 years; **and**
 - You were at least age 16 when it was issued; **and**
 - You still have the same name as in the passport (or you can legally document your name change).

If your passport has been damaged, you cannot apply for a replacement by mail; you must apply in person.

Visas

Some countries require travelers to get special permission, called a "visa," before entering the country. A visa is an official stamp in your passport authorizing you to travel, work, or study in that country for a specified length of time.

For visa requirements for U.S. citizens traveling abroad for tourism, see: http://travel.state.gov/visa/visa_1750.html. If you plan to study or work abroad, if you will be in any European country for more than three months, or if you are traveling to Asia, Africa, Latin America, or to countries of the former Soviet Union or Romania, you should look into visa requirements. For information and for visa application forms, contact the consulate or embassy of your destination country. See: www.embassy.org/ or, for consulates nearest Ann Arbor, see: www.internationalcenter.umich.edu/swt/travel/embassies.html.

Usually, you must have a visa **before** you arrive in a country that requires one. Apply early; some visas can take up to eight weeks to process. If you apply in person, however, processing will probably take only a day or two. **Perry International**, 312-372-2703, Web site: perryvisa.com, or email: perry@perryvisa.com can obtain tourist visas for most countries in a few days for a fee. If you plan to visit several countries that require visas, it may be easier to apply for only one or two visas before leaving the U.S. and get the others at embassies or consulates abroad as you travel. You may need extra passport photos for this; an embassy or consulate in the U.S. can give you the details.

Tourist Cards

Tourist cards also authorize entry into a country and are issued instead of visas for some Latin American countries. They also can be obtained through an embassy or consulate, or sometimes through an airline or travel agency.

Medical Care and Safety

Check with your medical insurance company to see if your policy covers you when you are outside of the U.S. If it does, ask your agent what special restrictions apply.

Please include insurance information when you register with the U-M International Travel Registration Web Site: www.umich.edu/itoc/. U.S. medical insurance is not always recognized outside the U.S., and hospitals often require payment **in cash** for all services. In addition, because U-M medical insurance typically covers medical care at the nearest facility, you may want to purchase evacuation insurance. While some travelers have found it useful to purchase supplemental medical insurance with specific overseas coverage, note that you still may be required to pay for treatment first and seek reimbursement later. Review policy provisions carefully before making a purchase. (See “Supplemental Travel Insurance,” page 19.)

Discuss your travel plans with your physician or a travel health clinic at least one month in advance of departure to make sure all appropriate immunizations can be received.

If you are going to be outside of the U.S. for an extended period of time, **before you leave** consider identifying a medical provider in the area to which you will be traveling.

See also “Prescriptions,” “Dealing with Prescription Medications Outside the U.S.,” and “Medical Issues If You are Traveling Outside of the U.S.,” page 4.

Note: English-speaking doctors abroad may be located with the assistance of U.S. embassies and consulates. See U.S. State Department, Medical Information for

Americans Traveling Abroad, <http://travel.state.gov/travel/tips/health/health1185.html> and U.S. State Department, Key Officers of Foreign Service Posts (contact information for all overseas U.S. embassies and consulates), <http://usembassy.state.gov/>.

Vaccinations and Health Concerns

You can obtain faxed information about inoculation and vaccination requirements and recommendations as well as health concerns in your destination country from the International Travelers Hotline at the Centers for Disease Control and Prevention (CDC) at: 888-CDC-FAXX (888-232-3299); follow the prompts. Or visit the CDC's Web site at: www.cdc.gov/travel/. See also "University Health Service," page 15, and "U-M Overseas Travel Clinic," page 15.

Travel Information and Services Provided by the U.S. Department of State

Before you travel outside of the U.S., check the U.S. State Department's Travel Advisories for information about health and safety conditions worldwide. In addition, the State Department's Office of American Citizens Services should be the first resort in case of any emergency involving a U.S. citizen abroad (plane crashes, hijacking, natural disasters, etc.).

Travel Warnings, Consular Information Sheets, and Public Announcements may be accessed by fax at: 202-647-3000 (call from your fax machine and use the receiver as you would a regular telephone to access publications). See also: <http://travel.state.gov/travel>.

Rail and Bus Passes

Discount rail and bus passes for use abroad often are sold only in the U.S. and may be purchased from travel agencies. See the

International Center's Web site for more information: internationalcenter.umich.edu/swt/travel/

Driving Outside the U.S.

Traveling by car may be far less safe abroad than in the U.S., and there may be far higher accident rates. See the Web site for the Association for Safe International Road Travel for more information: www.asirt.org.

In general, your U.S. auto insurance does not cover you abroad, but it may cover you in Canada and Mexico. Check with your automobile insurance agency. Even if your policy is valid, it may not meet the country's minimum requirements. If you are underinsured for a country, auto insurance usually can be purchased abroad.

If possible, obtain road maps before you leave. Many countries have different driving rules, so obtain a copy of them before you begin driving in that country.

In addition, many countries do not recognize a U.S. driver's license. Most, however, accept an international driver's permit, which you can obtain at your local automobile association before departure. Certain countries require road permits instead of tolls to use their divided highways and will fine drivers without a permit. If you intend to drive overseas, check with the embassy or consulate to learn the country's driver's license, road permit, and auto insurance requirements.

See also "Transportation," page 23.

Transporting Laboratory Animals, Plants, and Specimens

If you are importing such material back to the U.S., you will need to check with all the appropriate U.S. Department of Agriculture agencies before booking your flights to the

U.S. Regulations for exporting depend upon the individual country; you will need to contact your destination country for information.

Note: Detroit is **not** an authorized port of entry for all plants and animals. While it is convenient to fly directly to Detroit, your material cannot always come in through Detroit and will have to be shipped at your expense to the facility authorized on your permit.

Following are **general** guidelines. Contact the U.S. Department of Agriculture for further information. For forms, information, and permit applications, see their Web site at: www.aphis.usda.gov/.

Birds, Wildlife, Specimens. If you will be taking with you or bringing back any exotic birds or tissues, or any animal that is not domestic, you will need a permit. Contact the U.S. Fish and Wildlife Services at: 734-971-9755 at least two weeks before you leave. Some exotic birds may require quarantine upon importation as well as a permit from the U.S. Fish and Wildlife Services; call: 800-344-WILD or email permits@fws.gov.

Live Animals. Laboratory animals being imported into the U.S. require veterinary certification that they have not been exposed to or inoculated with any infectious diseases. Dogs and cats can enter the U.S. with a valid rabies certificate; most airlines will require a health certificate. (Call the airlines prior to departure.) All birds and other animals being exported or imported to the U.S. must be examined by a U.S. Veterinarian and must have a signed health certificate. To schedule an inspection before you leave, or for further information, call the USDA/APHIS Veterinary Services Office at: 517-324-5290. Some exotic birds may require quarantine upon importation as

well as a permit from U.S. Fish and Wildlife Services; call: 800-344-WILD.

Trophies (Hides, Wildlife Parts). Such material coming into the U.S. must be presented to the U.S. Department of Agriculture Animal and Plant Health Inspection Service (USDA/APHIS).

Cell Lines, Cultures, Tissue Samples for Research. These may require a letter of verification in order to enter the U.S. Contact the USDA/APHIS National Center for Import and Export at: 301-734-8364 for live animals and 301-734-3277 for animal products before attempting to bring them into the U.S.

Plants. All plants—imported or exported—need to be declared and inspected, and may require a permit. Most foreign countries and the U.S. require special permits for entry. For further information and a faxed application, call the Department of Agriculture, Animal Plant Health Inspection Services, Plant Protection and Quarantine at: 734-942-7024. Call at least two weeks before you depart (eight weeks if you are importing or exporting a large shipment). Not all plants can go through any airport.

Technology Transfer

Some areas of research may be subject to limitation regarding the transfer of knowledge or technology, and some countries limit the kinds of technologies they admit across their borders. You may need a license for some technology transfer activities. Examples include technical data, defense-related data, technology, technical information, and commercial or dual-use products.

For questions about the licensing of or restrictions on technology transfer, contact the U-M Office of Technology Transfer at: 734-763-0614.

Additional Resources

University International Travel Oversight Committee

The University International Travel Oversight Committee maintains an informational and travel registry Web site for all University faculty, staff, and students who are planning University-related international travel. Click on the U-M International Travel Information Web Site at: www.umich.edu/itoc/ for additional information.

University Health Service (UHS)

The University Allergy, Immunization and Travel Health Clinic provides services to individuals affiliated with the University of Michigan. Fees may apply. The clinic accepts GradCare/UM Premier Care health insurance. The clinic provides information about health risks and guidance about prescription medications, plus administers immunizations. See: www.uhs.umich.edu/services/travel for appointment information.

U-M Human Resources Records and Information Services (HRRIS)

If you plan to leave for an extended period of time (for example, for sabbatical, off-site study, detached study, or research) contact HRRIS before you leave—and when you return—in order to update your address. Correct your records so that there will be no interruption in your pay or your benefits. Call: 734-764-9250, fax: 734-763-1283, or email: hrris.info@umich.edu.

U-M International Center Overseas Opportunities Office

The office provides comprehensive information about traveling, studying, working, and living abroad. Much of this information can

be accessed through the Center's Web site. The office also maintains a large library with additional international information, and experienced staff can help with questions. The office sells special student (ISIC) and faculty (ITIC) ID cards that provide a minimal medical evacuation and medical insurance policy, and the office can provide information about other supplemental medical insurance policies for traveling abroad. The office is located at 603 E. Madison (next to the Michigan Union). Call: 734-647-2299 or see: www.internationalcenter.umich.edu.

U-M International Students and Scholars, please note: The International Center also provides services to international students and scholars. Before traveling outside the U.S. for any reason, students and scholars must see a Foreign Student Advisor who can sign the necessary travel documentation that permits re-entry into the United States. 734-764-9310.

U-M Office of International Programs (OIP)

The Office of International Programs administers study abroad programs designed primarily for LS&A undergraduates. It also provides information to faculty and staff who are considering taking students abroad for study, internships, and research. The OIP may be reached at: 734-764-4311, fax: 734-764-3229, or email: oip@umich.edu. Web site: www.lsa.umich.edu/oip/.

U-M Overseas Travel Clinic

The University of Michigan's Overseas Travel Clinic at U-M Health System provides immunizations as well as travel-related tips. Call: 734-647-5899 for an appointment.

Travel Abroad Health Insurance is Highly Recommended

For personal travel abroad insurance, University of Michigan makes the optional HTH Travel Health insurance plan available for students, faculty and staff (and requires certain individuals to purchase it) in order to reduce the impact of health problems on study, work, volunteer and travel abroad. This plan is administered by HTH Worldwide, a leader in international travel health insurance. See www.uhs.umich.edu/tai.

Who should buy this plan (optional)?

- All currently enrolled students (also called registered students or students taking regular classes) at the U-M (Ann Arbor, Flint, and Dearborn campuses) may buy the plan for health coverage while participating in study/work/volunteer programs abroad for University or leisure travel.
- All active faculty and staff and their Eligible Dependents may buy it for the purpose of University or leisure travel abroad.

Your health insurance may cover you when you are abroad. Contact your health insurance company for benefits and how to use it outside the US.

Retirees and alumni are not eligible to buy this plan; however, the Alumni Association offers Travel Insurance Select. Information is available at: www.travelinsuranceservices.com/select/index.asp?pcn=32280.

International Identity Cards

These cards are available for students, teachers, and young people. Applications are available in the International Center. Processing takes two working days. Bring your student or faculty ID card and a current photo.

See: www.internationalcenter.umich.edu/swt/travel/sicfaqs.html for more information.

International Student ID Card (ISIC).

Student discounts around the world are yours with an ISIC. This includes student-rate airfares, discounts on museums, theater tickets, ferry boat travel and much more. Limited health, accident and life insurance come automatically with the card as well. Cost: \$22.

International Teacher ID Card. This card identifies you as an instructor entitled to the same low-cost airfares and supplemental insurance as students receive with the card described above. Cost: \$22.

International Youth Travel Card.

Anyone under 26 may apply for the IYTC card, which gets you student rate airfares and a few of the same discounts on cultural events as students receive. It has the same supplemental insurance coverage as the student policy. Cost: \$22. **Note:** If you qualify for the International Student ID card, you do **not** need the IYTC card.

Other Universities

Universities in your destination city may be able to help you with housing information, emergencies, and, in the case of other countries, finding English speakers.

Helpful Web Sites and Publications

American Express

For helpful travel information, including length and weight conversion tables, see the Travel Resources links at: <http://travel.americanexpress.com/>.

Languages

To learn the rudiments of up to 70 languages spoken around the world, access:
www.travlang.com/.

Disabilities

For travel information for the disabled, contact the Society for Accessible Travel and Hospitality at 212-447-7284, www.sath.org or Access-Able Travel Source, P.O. Box 1796, Wheat Ridge, CO 80034, 303-232-2979, www.access-able.com/ and Mobility International U.S.A., P. O. Box 10767, Eugene, OR 97440, 541-343-1284 (Tel/TTY), www.miusa.org/.

University of Michigan Standard Practice Guide (SPG)

For complete travel and business hosting information for U-M faculty and staff, see Standard Practice Guide 501.4-1, Travel and Business Hosting Expense Policy and Procedures for University Faculty and Staff. The SPG is available online at:
spg.umich.edu.

Especially for Students

Both the Study Abroad Handbook and International Study and Research: A Handbook for Graduate and Professional Students at the University of Michigan cover a wealth of information about policies, travel, finances, health/safety, and academics. Available from U-M Office of International Programs, G513 Michigan Union, Ann Arbor, MI 48109-1349, email oiip@umich.edu, 734-764-4311, fax 734-764-3229, www.umich.edu/~iinet/oiip/.

University-Provided Travel Accident Plan

Travel Accident Insurance

All active faculty and staff members traveling while on official University of Michigan business (excluding vacations and everyday travel to and from work) are provided coverage for accidental death or dismemberment. The University pays the full premium and you do not have to enroll in this coverage. Coverage amounts and certain exclusions apply:

- Coverage begins on your first day of work and continues until your last day of work at the University of Michigan.
- If you die while traveling on University business, the plan provides a benefit of \$100,000 or ten times your annual salary, whichever is more, with a ceiling of \$500,000. The plan also pays benefits for dismemberment and disability.
- The maximum benefit for any one covered accident is \$4 million.

Secure Travel Plan

The University of Michigan Travel Accident Plan, provided by CIGNA, includes an emergency travel assistance program that coordinates with your medical coverage. The “Secure Travel” program is provided by Worldwide Assistance Services, Inc. (WA) any time you are 100 or more miles from home while traveling on University business. Fully paid services include the following:

- Pre-departure information on immunization requirements, visa and passport requirements, foreign exchange rates,

embassy/consular referral, travel/tourist advisories, temperature and weather conditions, and cultural information;

- Medical evacuation when deemed medically necessary by a WA designated physician, including arranging and paying for your transportation to the nearest adequate medical facility that can properly treat your condition;
- Repatriation in the event that you should pass away while traveling, including arranging for all necessary government authorizations and paying for the return of your remains to your place of residence for burial or cremation.

Additional services are also provided by Worldwide Assistance Services, Inc., including assistance with lost or stolen items, translation and interpretation services, and other emergency travel assistance, but you are responsible for any expenses incurred.

For more information about Worldwide Assistance Services, see www.worldwideassistance.com Worldwide Assistance Services can be contacted by sending e-mail to: info@worldwideassistance.com from the U.S. and Canada at 800-777-8710; from outside the U.S. and Canada, call collect at: 202-331-1609. Indicate that you are a member of CIGNA Secure Travel with the following:

Policyholder Name:

Regents of the University of Michigan

Policy # ABL-637063

Group # 57

Supplemental Travel Insurance

You may want to purchase supplemental travel insurance, particularly if you will be traveling to another country for an extended period of time.

Following is a sampling of companies that sell plans to individuals and specialize in medical insurance for those going abroad for educational purposes. Because these plans usually do not cover medical treatment in the U.S. (i.e., they have a home-country exclusion), having other medical insurance that is valid in the U.S. is strongly recommended.

Please contact the companies directly for fees, and deductibles and for complete and up-to-date information.

International SOS (a medical evacuation service)

Web site: www.internationalsos.com
Phone: 800-523-8662 or 215-244-1500. Ask for “Scholastic Overseas Services” plan.
Coverage basics: Evacuation only, or evacuation plus \$50,000 (at 80%) insurance.

Medex International (a medical evacuation service)

Web site: www.medexassist.com
Phone: 888-MEDEx-00 (toll free) or 410-453-6300. Coverage basics: Evacuation only (“SafeTrip”), or evacuation with \$100,000 medical insurance (“TravMed”)

HTH Travel Health Insurance

Web site: www.uhs.umich.edu/tai
Coverage basics: \$500,000
See page 16 for more information.

University of Michigan Aetna Student Health Insurance

This is the only policy listed here that provides coverage both in the U.S. and abroad. It can be purchased from University Health Service. Note that U-M international students have mandatory coverage with a different plan, through the International Center, which also provides worldwide coverage. Web site: www.uhs.umich.edu/insurbill/msa.html
Coverage questions: 734-764-5182
Coverage basics: \$250,000

For more listings, see: U.S. State Department—Medical Information for Americans Traveling Abroad: http://travel.state.gov/travel/tips/health/health_1185.html
In addition, the U-M International Center has a wealth of information about supplemental medical insurance.

Also see “International Identity Cards,” page 15, for information about discount travel cards that have limited health insurance options.

Important Travel Insurance Options

Insurance coverage varies from policy to policy. Depending on your needs, you may want to consider obtaining some of the following insurance options before you travel.

- Accident and Sickness (reimbursement for reasonable medical expenses).
- Accidental Death and Dismemberment (payment to the insured or beneficiary).

- **Baggage Loss** (covers loss, damage, theft).
- **Emergency Medical Evacuation** (evacuation for medical treatment to the nearest medical facility or the U.S., which could cost as much as \$50,000 or more without evacuation insurance).
- **Repatriation of Remains** (covers some expenses to ship a body back to the U.S., which can be expensive).
- **Trip Cancellation/Interruption** (meant for illness, injury, or death suffered by insured or insured's immediate family).

Emergencies

Non-Work-Related Illness or Injury

If you become ill while conducting University business, and the illness is **not** work related, your usual benefits coverage will be your insurance resource. Check with your medical insurance carrier in advance of your trip to see how out-of-town and out-of-country treatment should be handled.

If you combine vacation with University business and you become ill or are injured during the **vacation portion** of your trip, your usual medical insurance carrier will be your insurance resource.

If you are injured **while conducting University business**, you will be covered through Workers' Compensation, which is administered through Work~Connections. Phone: 734-615-0643 or toll free: 877-869-5266; note that toll-free telephone numbers do not work outside the U.S. or Canada. Fax: 734-936-1913. See also "Work-Related Illness or Injury" (below).

Work-Related Illness or Injury

In accordance with the State of Michigan Workers' Disability Compensation Act, benefits are provided to all employees who sustain injuries or occupational diseases arising out of or during the course of employment. These benefits include all reasonable medical, surgical, hospital, and vocational rehabilitation costs. In addition, when indicated, a percentage of the average weekly wage may be provided to compensate for wage loss. The University of Michigan is self-insured for this coverage and Work~Connections administers all claims.

- Michigan state law requires employers to provide a designated medical facility to treat employees for the first 10 days of illness or injury. Questions regarding designated medical facilities should be referred to Work~Connections at: 734-615-0643 or toll free, 877-869-5266.
- If you elect to seek treatment from another physician or chiropractor following the 10-day period, you should contact Work~Connections to discuss how they can provide assistance and clarify your responsibilities.
- If an employee elects to seek treatment from a doctor of his/her own choosing, written notice must be provided to Work~Connections. The employee must assume responsibility for providing necessary medical documentation.
- Usually, sick time must be exhausted before wage loss benefits will begin.
- Under Michigan law, no wage loss benefits will be paid for an injury or occupational illness that does not cause a disability resulting in wage loss for a period of at least seven consecutive calendar days.

- If disability extends beyond the period of seven consecutive calendar days, compensation will begin on the eighth day of disability. If disability resulting in wage loss continues for 14 consecutive calendar days or longer, or if death or dismemberment results from an injury, compensation will be computed from the last day of work.

How to Submit a Claim

You must report immediately any work-related injury or occupational illness to your supervisor, whether you are in the U.S. or out of the country. Supervisors are required to complete an Employee Accident or Illness Report and forward it to Work~Connections. If you will be supervising staff or graduate students, take with you copies of the Supervisor's Report of Employee Accident or Illness form. Supervisors should complete this form and submit it to Work~Connections within 24 hours of notification of injury. In the event of catastrophic or fatal injuries, notification is required within 24 hours. Both forms can be downloaded from the Work~Connections Web site at: www.umich.edu/~connect/.

Payment for Medical Treatment Related to On-the-Job Injury

Within the U.S. Before treatment is rendered, it is important to tell the medical provider that you are receiving care for a work-related injury. The medical provider will usually bill the University directly. If you receive a bill, immediately forward it to Work~Connections.

When You Are Out of the Country.

Ask if the doctor or hospital will bill U-M Work~Connections directly. A few will; however, most doctors and hospitals in other countries will ask you to pay the bill. In some countries, you must pay your

medical bill before you are allowed to leave the country. Payment or reimbursement of your bill will be made in accordance with the provisions of the presiding medical fee schedule.

Additional Questions

Your claim will be assigned to a Work~Connections claims representative who will assist you while you recover from your disability. Contact your claims representative to discuss any questions, suggestions, or concerns you may have with respect to your claim.

For further information, contact Work~Connections at 734-615-0643 or toll free at 877-869-5266. Fax: 734-936-1913. The address is 1009 Greene Street, Ann Arbor, MI 48109-1432.

Ambulance Needs

Benefits are payable for professional ambulance services based on medical necessity and are reimbursed at the rate allowed at the time of the event. File claims in the usual manner. If you are out of the country, request that the receipt be in English (see "Billing," below). Typically, voluntary donations for medical services provided by a fire department or rescue squad are not reimbursable.

Billing

To avoid unnecessary delays with claims processing, please check to see if the receipt is accurate. The receipt should include the following information:

- doctor or hospital's name and address
- doctor or hospital's tax ID number (if they are in the U.S.)
- patient's full name
- subscriber's name and, if applicable,

contract number (nine digits) and group number (five digits)

- dates of service
- individual charges (itemized and in English)
- description of each service
- complete diagnosis or reason for care
- medical documentation report or copy of medical report (in English)
- the dates of admission and discharge— if the patient was admitted to a hospital.

While cash register receipts, canceled checks, or money order stubs will help to substantiate that you paid for services, they are not a substitute for an itemized receipt.

In the Event of a Death

If the deceased is a University employee, the following U-M departments should be contacted immediately and in this order: the Department of Public Safety at 734-763-1131, Risk Management at 734-724-2200, and Work~Connections at 734-615-0643 (toll-free, 877-869-5266).

In the U.S. When a death occurs, contact a local funeral home for assistance. Generally, the funeral home will take care of any forms, transportation arrangements, etc., which may be required by the individual's family.

Outside the U.S. Usually, when a U.S. citizen dies abroad, a consular officer notifies the person's family and informs them about options and costs for disposition of remains. Costs for preparing and returning a body to the U.S. are high and are the responsibility of the family. Often, local laws and procedures make returning a body to the U.S. for burial a lengthy process. Insurance for such occurrences is referred to as "Repatriation of Remains" insurance. See "Travel Information and Services Provided by the U.S. Department of State," page 13.

Legal Issues

Group Legal Plan

If you are enrolled in the U-M Hyatt Legal Plan and need legal services, you can call Hyatt Legal Plan's Client Services Center at 800-821-6400 between 8 a.m. and 8 p.m. (Eastern time), Monday through Friday. The Hyatt Legal Plan can be used only in the U.S.

University-Related Liability Claims

If claims are made against the University of Michigan or its representatives, contact the Risk Management Department at: 734-764-2200.

Property Damage or Theft

All incidents involving damage to or theft of University of Michigan property must be reported to the local law enforcement agency. In addition, a Proof of Loss form must be forwarded to the Risk Management Department. Documentation substantiating the value of the property must be attached. Forms can be downloaded from the department's Web site at: www.umich.edu/~riskmgmt/. For other losses, contact the Risk Management Department at 734-764-2200.

Personal property damages should be pursued with your personal property insurance carrier.

Students

All students are subject to University of Michigan policies, codes of conduct, and program guidelines in addition to the laws of the host country. See the U.S. Department of State's Web site page containing tips for students: http://travel.state.gov/travel/living/studying/studying_1238.html.

Alcohol and Drugs

As with many customs, cross-cultural differences exist with regard to the consumption of alcohol. Depending on your host country, you may find the availability of alcohol greatly increased or decreased. Keep in mind that being under the influence of alcohol impairs judgment and increases your chances of being the victim of a crime.

Illegal drug use and possession are serious crimes. The State Department's Travel Warnings on Drugs Abroad contains this valuable advice:

Although drug laws vary in each country you visit, it is important to realize, before you make the mistake of getting involved with drugs, that foreign officials do not react lightly to drug offenders. Anyone who is caught with even a very small quantity for personal use may be tried and may receive the same sentence as the large-scale trafficker.

Arrests

Inside the U.S. If the arrest is a personal issue, contact your attorney. If the arrest is a University issue, ask your department to contact the General Counsel's Office. In an emergency, contact the U-M Department of Public Safety at 734-763-1131 and have DPS contact your department or the General Counsel's Office.

Legal Rights Outside of the U.S. Standard United States legal protections such as your right to due process, protections against unreasonable search and seizure, right to a prompt trial, right to an attorney, and other constitutional rights are not available outside the United States.

If you are arrested in a foreign country, ask the authorities to notify the United States consul. Consuls cannot get you out of jail, but they can intercede with local

authorities to make sure that your rights under local law are strictly observed and can work to protect your legitimate interests and ensure that you are not discriminated against. They can provide a list of attorneys, visit you, inform you generally about local laws, and contact your family and friends. Consular officers can transfer money, food, and clothing from your family or friends to prison authorities. And they can try to get you relief if you are held under inhumane or unhealthful conditions.

Transportation

Accidents Involving University Vehicles

All off-campus accidents must be reported to the local law enforcement agency. If the accident involves a University vehicle, complete the accident report you will find in the glove compartment, and arrange for repairs through Transportation Services, 734-763-3427. If the vehicle is loaned to or rented to the University of Michigan, contact Risk management at 734-764-2200. If there is a personal injury, Risk Management must be contacted.

Traffic Tickets

You are responsible for obeying traffic laws in the area in which you are traveling and are responsible for any traffic tickets you incur. In some countries, you must pay traffic tickets on the spot. See also "Driving Outside the U.S.," page 13.

Vehicle Rental/Loan

In the U.S. While on University business, loss damage waiver (LDW) coverage need not be purchased. Use of a "preferred" rental agency or credit card company may provide this coverage. Contact the Travel Office at 734-764-8212, visit them on the

Web at www.umich.edu/~purch/AP/Travel or email them at travel.office@umich.edu.

Outside the U.S. Driving is not recommended in other countries. See “Driving Outside the U.S.,” page 13.

Communicating Back to Campus

Department of Public Safety (DPS)

The U-M Department of Public Safety can help you in the case of an off-campus emergency.

DPS is staffed 24 hours a day, 7 days a week. You can call 734-763-1131 any time. Your department should contact DPS with after-hours names and contact numbers so that the circle of information is complete. If DPS does not receive this information, its staff is restricted to looking up the department in its building-by-building files, and that can take time.

With cooperation, this is how the system will work:

1. Your department provides DPS with after-hours and weekend names and phone numbers of key staff.
2. You travel on U-M business and encounter a situation during which you urgently need to contact your home department.
3. You call DPS.
4. DPS calls the contact person for your department.
5. Your department contacts you.
6. DPS will follow up to make sure that contact has been established.

Email

It is a good idea to stay in touch with your department while you are away from the University. Email is an excellent way to do this. As a U-M student, faculty member, or regular staff member, you receive an electronic mailbox as part of the Basic Computing Package.

The ITD Accounts Office can assist with computing accounts, subscriptions, uniqnames, passwords, and billing inquiries regarding ITD services (including dial-in and U-M Online).

Location: Michigan Union (Basement level, in the Union Computing Site)

Hours: 8:00 a.m. – 4:30 p.m., Monday through Friday.

Phone: 734-764-8000

Fax: 734-647-4278

Email: itd.accounts@umich.edu

In addition, 4-HELP (734-764-4357) is a computing assistance hotline for members of the University community. Consultants can assist with questions related to the services provided in the Basic Computing Package. Information Technology Division (ITD) consultants can answer your questions about email. Contact them by sending email to: online.consulting@umich.edu or phoning 734-764-HELP.

When You Return

Faculty, Staff, and Students

- File all outstanding medical insurance claims.
- If you changed your benefits information (such as your address) before your departure you may want to change it back so as not to interrupt any applicable pay and benefits.
- If you had a change in family status or dependent coverage (for example, birth, adoption, divorce, death, etc.), notify the HR/Payroll Service Center within 30 days of the event.
- **Faculty and staff:** File all expense reports and settle all outstanding lump-sum advances, credit card statements, etc., within 30 days after your return.
- **Students:** Complete the requirements of your employment or academic program.

Travel Checklist

❑ **Passport - allow 3 to 6 weeks**

If your trip requires a passport, verify that it is current and will not expire while you are traveling. Some countries require that your U.S. passport be valid at least six months or longer beyond the dates of your trip. Each country has its own policies on passport expiration dates. Check the U.S. Department of State Web site at: <http://www.travel.state.gov/passport> for information (see page 10).

❑ **Visas - allow 1 day to 6 weeks or longer**

If a visa is required, obtain it from the appropriate foreign consular representative before your trip. Allow sufficient time for processing your visa application, especially if you are applying by mail (see page 11).

❑ **Inoculations/Vaccinations - begin at least one month in advance**

Travel to some countries requires you to be inoculated against certain diseases. Detailed health information may be obtained from your local healthcare provider or by contacting the Centers for Disease Control and Prevention, telephone: 877-394-8747 or: www.cdc.gov/travel. Check the Destinations section for vaccination requirements for the countries you will visit. For travel between other countries, individual country requirements should be checked.

Allow adequate time to complete any series of inoculations, as well as to give your body enough time to adequately respond to the inoculations. Individuals traveling for a month or longer will have more needs and should schedule earlier. Trips to certain areas involve more vaccinations, and vaccinations may take a month to complete. Bring your inoculation records with you on your trip. No vaccinations are currently required to return to the United States (see page 13).

❑ **Prescriptions**

Have a supply of any prescription medications you will need while you are away. You may not be able to obtain your medication overseas (see page 4).

❑ **International Driving Permit**

If you intend to drive overseas, check with the embassy or consulate to learn the country's driver's license, road permit, and auto insurance requirements. Many countries do not recognize a U.S. driver's license, however most countries accept an international driver's permit, which you can obtain from your local automobile association before your trip (see page 13).

❑ **Insurance**

Check with your medical insurance carrier in advance of your trip to see how treatment should be handled when you are out of the plan's local service area or out of the country. Take all insurance

cards and claim forms with you, along with the phone numbers of your insurance carrier and your physician. You may want to purchase supplemental travel insurance if you will be traveling to another country for an extended period of time (see pages 5, 16-19).

❑ **Money**

Have several options for obtaining funds while abroad, including traveler's checks, ATM cards, credit cards, and cash. Check the expiration dates on ATM cards and credit cards you plan to take with you to verify that they will not expire while you are traveling (see page 6).

❑ **Photocopy Important Documents**

Make two copies of your passport, plane tickets, traveler's checks, credit card numbers, and prescriptions for medications and corrective lenses. Take one set of copies with you and leave another set with a contact in the U.S.

❑ **Register Your Emergency Contact Information**

Faculty, staff, and students traveling outside the United States on University-related activities are strongly advised to provide emergency contact information through the International Travel Oversight Committee's International Travel Registry at www.umich.edu/~itoc.

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*The Benefits Office is a unit of University
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