

International Travel Requirements for Faculty and Staff

As the University continues to monitor world events, we want to take this opportunity to update you regarding information pertinent to Tulane business travel. Prior to international travel, you must consult travel advisories issued by the U.S. State Department. The advisories are available at http://travel.state.gov/warnings_list. Similar advisories related to health issues are available at <http://www.cdc.gov/travel> and www.who.int/csr/sars. You may also want to consult with Dr. Susan McClellan (smclell@tulane.edu or 587.7316) and her colleagues at the Tulane Travel Medicine Clinic. We have asked Ana Lopez, Associate Provost in the Office of Academic Affairs, to serve as the contact for all uptown faculty and staff who may be considering travel to a country for which the State Department has issued a travel warning; Health Sciences Center faculty and staff should contact Alan Miller, Associate Senior Vice President in the Health Sciences Center. Before scheduling your travel, you must contact Associate Provost Lopez (lopez@tulane.edu or 865.5261) or Associate Senior Vice President Alan Miller (amiller@tulane.edu or 587.7566) for recommendations and current University policy concerning travel to and within that country.

In addition, the following insurance information is relevant to travel decisions. The Office of Risk Management administers an insurance program applicable to employees traveling abroad and engaged in University business. Coverage under this program includes:

Workers' Compensation: Provides coverage for employees injured during the course and scope of their work for the University. Please note, however, there are exclusions to this coverage that are applicable to the current political situation. The coverage will not apply to injuries or death due to war or terrorism.

Excess Automobile Liability Insurance: Provides excess coverage for owned, leased or rented vehicles used for University business. This is excess insurance only; primary automobile insurance must be purchased in the country where the vehicle is operated.

Coverage under these policies does not apply to travel to any country sanctioned by the U.S. Treasury Department. A list of sanctioned countries and summaries concerning travel can be viewed at <http://www.treas.gov/ofac/>. The sanctioned countries are subject to change; therefore, it is advisable to check the Treasury Department website before departure. If you are contemplating a trip to a sanctioned country, please contact Risk Management at least 45 days prior to your trip so they can attempt to secure coverage.

Travel Assistance

Travel assistance is provided through Worldwide Assist and Control Risk. For medical assistance, call Worldwide Assist. Have an AT&T International Operator place your call to 01.202.659.7777. Advise that you are an Ace International Advantage Insured. Provide the Group Name: Tulane University and the Plan Number: 01 SP 585. To contact Control Risk for security advisories, call (access code for United Kingdom)-44.207.942.9818. Wallet-size cards containing this contact information are available from Risk Management. Please contact Risk Management at 865.5653 with any questions you may have.

Severe Acute Respiratory Syndrome (SARS)

The World Health Organization (WHO) and the U.S. Center for Disease Control (CDC) have issued advisories and alerts regarding travel to and through certain areas of China, Vietnam, Hong Kong, Taiwan, Singapore and Canada that are affected by the SARS outbreak. The advisories recommend that individuals planning nonessential travel consider postponing their trip or rerouting their flights through nonaffected regions. The WHO and CDC recommendations are reassessed daily as this situation evolves. Consistent with WHO and CDC recommendations, the University urges all members of the Tulane community to consult the CDC website and to avoid nonessential

travel, business and personal, to affected areas. If you must travel to or through an affected area, it is recommended you work from home, with pay, for 10 calendar days after your return and that you follow all CDC recommendations regarding monitoring your health. If your plans include travel to or through an affected area, please consult with your supervisor prior to departure in order to make alternate work arrangements. This recommendation is made in an effort to protect co-workers and other members of the Tulane community. Thank you for your cooperation. We will keep you posted with further information as necessary.