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You are viewing the current version (version #6) of *1. Reasons for Travel*.

Note: this is a read-only view of the questionnaire.

1. Reasons for Travel:

(*) Indicates the question is required.

1. What are your reasons for traveling internationally? (*)

Mark all that apply by holding down CTRL key.

Athletic event
Community service
Competition or performance
Conference
FLSA program development

(other options not visible)

2. Additional Description: (*)

Please provide a brief description of the purpose of your travel and the activities you will undertake abroad.

4000 characters left

3. WKU Department (*)

If you work or teach within more than one WKU department, please indicate the department with which your international trip is associated.

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You are viewing the current version (version #18) of *2. Details of Flight and Transportation Arrangements*.

Note: this is a read-only view of the questionnaire.

2. Details of Flight and Transportation Arrangements:

Instructions:

Please supply information about your flights and other travel arrangements below. If any of your arrangements change after you submit this information, please edit the information by clicking the pencil icon to the right of this form on your application home page.

These records enable WKU to more easily confirm whether you may be affected by international incidents involving transportation.

(*) Indicates the question is required.

1. Flight #1: Airline and flight number (*)

2. Departure city (*)

3. Departure date (*)

(Format: mm/dd/yyyy)

4. Flight #2: Airline and flight number (*)

5. Departure city (*)

6. Departure date (*)

(Format: mm/dd/yyyy)

7. Flight #3: Airline and flight number

8. Departure city

9. Departure date

(Format: mm/dd/yyyy)

10. Flight #4: Airline and flight number

11. Departure city

12. Departure date

(Format: mm/dd/yyyy)

13. Flight #5: Airline and flight number

14. Departure city

15. Departure date

(Format: mm/dd/yyyy)

16. Flight #6: Airline and flight number

17. Departure city

18. Departure date

(Format: mm/dd/yyyy)

19. Additional Flight Information

Please supply flight information for any other flights you are taking on this international trip that could not be included above. Provide airline, flight number, departure city, and departure date for each flight.

Font	Size	Format		Source

20. Other Transportation Arrangements

Please supply details about any other transportation arrangements you have made. Include the mode of transportation, travel company, identifying number of your bus/train/boat, and departure and arrival dates for each travel itinerary.

You may copy and paste the information below or upload the itinerary in PDF or Word by clicking on the yellow folder icon.

Font	Size	Format		Source

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You are viewing the current version (version #13) of *3. Emergency Contact Information*.

Note: this is a read-only view of the questionnaire.

3. Emergency Contact Information:

(*) Indicates the question is required.

1. Your contact information abroad (*)

Please enter the cell phone number on which you could be reached in the case of an emergency. If you will not be able to receive international calls on your cell phone, enter the phone numbers for each of the locations where you will be staying while abroad. You may also include any other contact information such as hotel address(es) or the email address you will be checking most frequently.

4000 characters left

2. Your passport number (*)

3. First and Last Name of Emergency Contact in US (*)

4. Relationship (*)

Please select one

5. E-mail address (*)

6. Phone Number (*)

Please enter in the format of (000)000-0000.

7. Mailing address (optional)

4000 characters left

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You are viewing the current version (version #14) of 4. *Optional AHP Insurance Coverage*.

Note: this is a read-only view of the questionnaire.

4. Optional AHP Insurance Coverage:

Instructions:

As a WKU employee traveling abroad for university purposes, you can elect affordable travel insurance coverage through Academic Health Plans (AHP), WKU's contracted insurance provider for study abroad students, international students, and WKU faculty and staff traveling internationally. This insurance would supplement your coverage under WKU's workers' compensation policy and your Anthem insurance. AHP insurance would cover 100% of eligible medical expenses; whereas, Anthem insurance through WKU only covers medical expenses incurred abroad at the out-of-network rate.

Under the AHP Study Abroad Accident and Sickness Insurance Plan, your coverage would include the following:

- Accident and sickness benefits - up to \$250,000
- Emergency medical benefits - up to \$10,000
- Emergency medical evacuation - 100% of covered expenses
- Repatriation of remains - 100% of covered expenses
- Home country emergency benefit - up to \$10,000
- Security evacuation expense benefit - up to \$100,000
- Accidental death and dismemberment - up to \$50,000

For full details of benefits, review the [AHP Study Abroad Accident and Sickness Plan brochure](#).

The current premium rate for WKU faculty and staff is \$21 for 1-15 days or \$42 for 16-30 days, effective through July 31, 2016.

Please indicate below whether you would like to elect coverage through AHP and who will be responsible for the premium payment.

(*) Indicates the question is required.

1. AHP Insurance Coverage Election (*)

Please select one

2. If you elected AHP coverage, please indicate below who is responsible for the premium.

If you will be covering the cost yourself, we will bill your university Topnet account. If your department will be covering the cost, we will contact your department to interaccount the payment.

Please select one

3. If you elected AHP coverage, please also provide your 800# for enrollment purposes.

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You are viewing the current version (version #7) of 5. *Student Travelers*.

Note: this is a read-only view of the questionnaire.

5. Student Travelers:

(*) Indicates the question is required.

1. Please upload information about the WKU student travelers below using the template provided: (*)

Download and complete the [Student Traveler Excel File](#) with the students' WKU IDs, passport information, and emergency contact information. Upload below by clicking on the yellow folder, browsing your computer, and selecting the file. It will appear as a link in the essay section below.

Font	Size	Format		Source

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6. International Worker's Compensation Policy

WKU faculty, staff and student employees are covered under the university's International Workers' Compensation policy while traveling abroad on University business. The coverage applies to any claim for bodily injury or illness caused by a work-related injury or endemic disease. The injury or illness must be to a University employee, must arise out of the scope of employment by WKU, occur during the policy period, and in the coverage territory as defined by the policy. The coverage territory excludes the United States, its territories and Puerto Rico. Assistance for medical, repatriation and travel assistance is available through the International Travelers Assistance Provider.

Work-Related Injury and Illness Coverage

WKU faculty, staff and student employees have the following coverage while traveling outside of the United States on WKU business.

Medical Assistance

- Assistance in obtaining medical care for an injury or illness
- Facilitation of medical and hospital payment
- Medical records transfer
- Dispatch of doctors and specialist

Medical Evacuation & Repatriation Services

- Medical evacuation to the nearest adequate facility, as determined by the provider
- Travel expenses for emergency medical treatment when sick or injured abroad, including cost for accompanying spouse or children
- Transportation after stabilization

Travel Assistance Services

- Pre-travel information
- Emergency travel arrangements
- Assistance in developing an exit plan from an area of civil unrest abroad.
- Translation services
- Assist in replacement of lost or stolen travel documents

WKU insurance described above is only for work-related injuries or illnesses. It does not include personal health coverage. University travelers should maintain their own personal health insurance plan and determine how their insurance applies when traveling abroad.

See [WKU International Insurance Chart](#) for more information.



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Material: 7. STEP Registration

7. STEP Registration

In the case of a national crisis such as a natural disaster, terrorist attack, or civil unrest, the only entity that may be able to offer information or aid/ assistance may be the closest U.S. embassy or consulate. The U.S. Department of State cannot offer assistance to you if they do not know of your presence in a particular country. Therefore, WKU strongly recommends that you register through the U.S. Department of State's [Smart Traveler Enrollment Program \(STEP\)](#).

STEP is a free program that allows the State Department to better assist you in case of an emergency. Registering for STEP enables U.S. embassies and consulates to contact you if a country-specific crisis occurs. These messages may include important information or instructions that you will need to follow in order to best protect your personal safety. Alerts may also include country-specific travel alerts and travel warnings. You can electronically sign up for STEP at <https://step.state.gov/step/>

By selecting 'Submit' below, you are acknowledging that you have read and understand the information above and have enrolled in the STEP Program which is maintained by the U.S. Department of State.

