MEMORANDUM

To: Deans, Department Heads and Chairs  
From: Corrinne Kjelstrom, Insurance/Office Mgr., UND Safety  
Date: May 31, 2013  
Re: New Information when traveling outside the U.S.

All UND employees traveling and working outside the U.S. must fill out the Travel Outside the U.S. Form three weeks prior to travel. If working on behalf of UND for more than 30 days during the international travel, a Notification of Out-of-Country Workers Compensation Coverage Form must also be completed. Both forms must be submitted to UND Safety three weeks prior to travel.

UND employees traveling and working outside the U.S. for more than 30 days will only be covered by ND Workforce Safety & Insurance (WSI) from the day they leave through the 30th day for any work-related injury. If outside the U.S. for more than 30 days, employees must obtain workers compensation coverage in the country they will be working. This is best accomplished by working with your host to obtain workers compensation coverage (complying with the laws of the foreign jurisdiction) or by working with a private insurance provider. Where there is a receiving or collaborative institution in the foreign country, this should be a fairly simple and straightforward process of asking for assistance from the foreign institution.

In those situations where there is no workers compensation system or the foreign system is not applicable to us, coverage can be obtained through WSI. Prior to the employee leaving the U.S., WSI must be provided with documentation specific to the country or region in which the employee will be traveling. Documentation must be current and must show that coverage in the jurisdiction the employee will be working in is not available through the host institution or in the private insurance market. This documentation can best be accomplished by providing a statement from your host or an insurance provider that workers compensation is not available.

Must fill out forms if employee is using personal funds to purchase airline tickets, but department is funding the rest of the work-related trip. Employees traveling overseas for personal reasons for the first part of their trip, but then begin work for the University on the second part of their trip, fill out the form. When the work being done is for the University of North Dakota and the employee is on salary at the time, one of the forms must be filled out.
Forms that need to be filled out and submitted to UND Safety three weeks prior to travel can be downloaded at: http://und.edu/finance-operations/environmental-health-and-safety/riskmanagement.cfm. Submit completed forms to UND Safety at Stop 9031, email to corrinne.kjelstrom@und.edu, or fax to 701-777-4132 three weeks prior to travel.

Because international travel may have export control implications for both the individual and UND, please review the http://und.edu/research/resources/export-controls-international-travel.cfm website. Prior to international travel, please forward the completed travel form to the Export Control Officer at: Twamley Hall Room 105, 264 Centennial Drive, Stop 7134; tel: 701-777-2049; fax: 701-777-6708; email: john.miller@und.edu.

Also remember that not every injury that occurs in a foreign jurisdiction is going to be one that arises out of and in the course of employment and therefore, be a compensable work injury. For these reasons, and others, Risk Management purchases a separate international/foreign travel insurance policy (currently through ACE USA) that is intended to fill some of the gaps that may occur when state employees travel out of the country on official state business. This coverage includes: commercial general liability, employers responsibility/executive assistance services, accidental death and dismemberment, and kidnap and extortion. This policy does not replace or duplicate workers compensation coverage that may be available to state employees through WSI as described above.

On the same web site as the forms listed above, is an International Policy Guide, Passport Stickers, and Passport Policy. Please print them and keep them for reference while overseas. They will provide important information when traveling overseas.

Some additional information, faculty are covered by workers compensation whether they are paid on a nine month or 12 month contract if their work is regarding state business. Faculty are covered under workers compensation if on developmental leave or if a degree is required because it is part of their job requirement.

If employee sustains a work-related injury while working outside of the U.S., the employee must complete the Incident Reporting Form and their supervisor must complete the Incident Investigation Form within 24 hours to UND Safety. The forms are located on the UND Risk Management website. The forms can be submitted online, faxed to (701) 777-4132, or e-mailed to corrinne.kjelstrom@email.und.edu. If an employee has an incident/injury while outside of the U.S. that is not work-related, please contact UND Safety at (701) 777-3341 or e-mail corrinne.kjelstrom@email.und.edu.

If renting a vehicle for University use while in a foreign country (including Canada and Mexico), collision, comprehensive, and liability coverage offered by the car rental agency MUST BE PURCHASED.
If you have any questions or concerns, please contact us at 701-777-3341.

Thanks!