UNIVERSITY OF NORTH DAKOTA EMPLOYEES
FOREIGN (OUT OF COUNTRY) TRAVEL

Under North Dakota law, employers are required to secure and have in place workers compensation coverage for its employees. These requirements of North Dakota law continue even when employees leave this State and travel to another state or foreign country. The laws of other jurisdictions may also require employers to secure coverage. Questions arising from the extraterritorial application of North Dakota's compulsory workers compensation laws are addressed in detail by statute and implementing administrative rule.

Employees that travel outside of United States for a period of 30 days or less generally continue to be deemed to regularly work at or from employment principally localized in this state. This principal applies to foreign travel as well as travel to other states. If travel outside the country extends beyond 30 days, additional information on the existence of a workers compensation system in that foreign jurisdiction is necessary. See ND Risk Management's website for more information and resources on this process.

If employee sustains a work-related injury while working outside of United States, 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 UND.Risk Management website. The forms can be submitted online to UND.safety@UND.edu, or faxed to 701-777-4132 within 24 hours. If an employee has an incident/injury that is not work related, please contact UND Safety at 701-777-3341 or email to tearnie.braaten@UND.edu.

In addition, the Risk Management Fund purchases insurance coverage for state employees traveling out of the country on official state business. The primary purpose of this policy is to cover potential liability exposures that may arise from a state employee travelling out of the country. However, the policy package offers other areas of coverage such as:

- commercial general liability
- kidnap and extortion
- employers responsibility/executive assistance services
- commercial automobile liability
- accident death and dismemberment
- employers responsibility/executive assistance services

General information about the insurance can be found at ACE International Advantage.

NOTE that the information posted on the ACE website may reference coverage for various groups, such as students. However, this policy ONLY applies to state employees as outlined above.

Other Resources:
- Executive Assistance Services – Around the Clock Protection
- Executive Assistance Services – Brochure
- How to Report a Claim

Contact Risk Management for the following information:
- Policy Number
- Printable Wallet Identification Cards and Passport Stickers
- User ID and Password to Executive Assistance Services

An employee may be responsible for costs/out-of-pocket expenses associated with an injury if the coverage requirements as outlined above have not been met. Costs/out-of-pocket expenses may be submitted to your personal health insurance.

U.S. Department of State

Register with the Smart Traveler Enrollment Program (STEP) to receive the latest country-specific travel updates and information, including travel warnings and alerts; fact sheets; assistance in the case of an emergency; and other tips for travelling abroad. www.travel.state.gov