Travel Outside the U.S. Instructions

**Travel Outside the U.S. Form and the Notification of Out-of-Country Workers Compensation Coverage Form** if travel is over 30 days must be completed three weeks prior to international travel and work. Please take note that there are requirements that need to be completed if an employee is outside the U.S. for more than 30 days.

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 Office of 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.

All forms are located on Risk Management website. Forward the completed form/forms to UND Office of Safety three weeks prior to travel. Instructions for filling out the forms and if you should have a work-related claim are as follows:

- Travel and working outside the U.S., must complete the Travel Outside the U.S. Form and submit to UND Office of Safety three weeks prior to travel.

- Notification of Out-of-Country Workers Compensation Coverage Form for travel and working outside the U.S. for over 30 days must be filled out and submitted to UND Office of Safety three weeks prior to travel.

- When seeking workers compensation coverage overseas, coverage must include medical, time loss wages, permanent/partial disability, re-training, or what is available.

- Employees working outside the U.S. for more than 30 days and are unable to get workers compensation coverage in the foreign country, must provide documentation in advance of the foreign travel stating that the employee could not obtain workers compensation from the country in which they will be working whether from the host institution or from the private market. Documentation must be submitted to UND Office of Safety three weeks prior to travel.

- Contact person or supervisor (depending on the form) and phone # must be listed on the form should there be any questions that may arise.

- If working in more than one foreign country, be sure to list the dates and departures for each country and attach itinerary if possible.

- Must list the dates of when you are leaving the U.S. and when you are returning to the U.S.

- Must list the purpose of travel.

- Completed forms can be mailed to: UND Office of Safety, Stop 9031, emailed to: UND.Safety@UND.edu.

- If employee sustains a work-related injury, complete the Incident Reporting Form and their supervisor must complete the Incident Investigation Form. The forms can be submitted online to UND.Safety@UND.edu, or faxed to 701-777-4132 within 24 hours. The forms can found at Workers Compensation website.

Because international travel may have export control implications for both the individual and UND, please review the Export Controls - International Travel website. Prior to international travel please forward the completed travel form to the Export Control Officer at: Twamley Hall Room 100, 264 Centennial Drive, Stop 7134; tel: 701-777-2049; fax: 701-777-6708; email: michael.p.sadler@research.UND.edu.