

International Travel ^[1]

The University of Colorado recognizes that international study and work experiences are integral to students, faculty, residents and staff. Such travel can pose certain unique and increased risks to participants and to the university.

Pre-approval is required for all trips. In response to the coronavirus (COVID-19) and effective March 12, 2020, all domestic and international travel must be approved using [Concur Request](#) ^[2] prior to booking a trip. You may want to visit [Procurement Service Center](#) ^[3] for more information.

- [Guidelines](#)
- [Frequently Asked Questions](#)
- [Boulder Campus Contacts](#)
- [Denver|Anschutz Medical Campus Contacts](#)
- [Colorado Springs Campus Contacts](#)

Planning Tools

[APS 4024 - Travel Authorization Policy](#) ^[4]

[International Travel Risk Assessment and Emergency Planning Checklist](#) ^[5]

[International Traveler Letter](#) ^[6]

This information applies to university-sponsored international travel. Examples include education abroad programs, faculty-led study tours, faculty research, attendance at conferences and other meetings, recruiting, semester at sea, independent study and internships. Please contact your campus international travel resources for further guidance.

Responsibility/Accountability

Procurement Service Center Travel Office

Travel expenses paid by the university must be incurred for official university business and must comply with the [PSC Procedural Statement: Travel](#) ^[7] as well as with any other applicable rules and regulations. For more information on the travel process and approval,

please visit PSC Travel website [3]. Included in the international travel approval process is an additional pre-approval which is required by each campus for identified high-risk countries. For detailed information, see PSC International Travel for Employees [8].

Campus, Departments and Units

The university and its campuses have various policies and procedures addressing international travel.

Each campus has an office with responsibility for coordination of academic travel and international education, which is an excellent resource for specific international travel questions and safety concerns. They provide international travel orientation and other health and safety information for both students and faculty. Faculty planning to lead trips abroad can contact these offices for support and guidance. You may want to review your campus website for more information or for contact information go to **Campus Contacts** tab.

International Risk Management Committees

Campus International Risk Management Committees assess the university's international risk, recommend policies to enhance university international risk management and risk mitigation, develop international risk management services and protocols, and provide oversight and review of international risk. They develop and maintain the campus international crisis response plans and assist departments with emergency response and business continuity plans for international emergencies.

Campus committees may consist of representatives from global education, international affairs offices and University Risk Management. Representatives from various colleges and disciplines including communications, student affairs, legal, faculty, finance, public safety and others may be invited to participate as needed.

Regulatory Compliance / Export Control

The University of Colorado is a public research university with multiple campuses serving Colorado. As the university fulfills its mission of education, research, and disseminating knowledge, it will also fulfill its responsibility to comply with all U.S. export control laws and regulations.

Export control laws may include working with foreign national collaborators, institutions, or students, government sanctioned nations and individuals, animal and human subject research and technology transfer issues.

Each international traveler is encouraged to contact their campus regulatory compliance or

export control office for guidance early in the travel planning process, as these measures may take time to implement.

For contact information go to **Campus Contacts** tab.

University Employees and Authorized Volunteers

Faculty, staff, student employees and authorized volunteers of the university are expected to comply with university policies, rules and regulations when planning for and traveling abroad on official university business.

Faculty planning to lead trips abroad can contact campus international education abroad offices for information. You may want to review your campus website for more information or for contact information go to the **Campus Contacts** tab.

Students and Participants

In the interest of individual and group safety and overall positive learning experience, students who are traveling abroad as part of an education abroad, international education or other university-sponsored program should follow their campus-specific policies and educational programs that include orientation, health insurance information, travel advisory websites and return transition/debriefing.

Students and participants traveling as part of a university-sponsored program are responsible for knowing and complying with all university policies and codes of conduct.

University Risk Management

University Risk Management (URM) provides information regarding international travel insurance and travel assistance programs provided by the university. URM representatives serve on campus international risk management committees, assist travelers with questions regarding international travel and provide various resources for risk identification and mitigation.

Types of International Travel

Official University Programs

Any activity that carries out the university's mission of instruction, research and service or that provides support to the university's instruction, research, and service activities.

University-sponsored Programs

University-sponsored programs are programs organized, financed, operated, and/or maintained by the university with minimal or no third party (vendors, contractors, travel agencies, etc.) assistance. These programs follow all university and campus policies and work with campus offices and URM.

Third-Party Programs

The university or its campuses may outsource certain international programs by contracting with third parties. Travelers follow all university and campus international policies and the third-party requirements. Appropriate university contracting procedures must be followed.

Elective Travel (non-sponsored)

This travel is not endorsed or under the auspices of the university. The university does not offer academic credit, coordinate travel or fund these activities. Travelers are encouraged to review general travel information that is available from campus international programs or URM regarding safety and health information.

University Insurance Programs

University employees on university-sponsored international travel are eligible for the applicable university insurance program. Additional insurance programs also include those listed below.

International Medical and Evacuation Insurance

CU provides employees (faculty/staff/residents/fellows, not students—unless employed by the university and traveling as part of their employment) with international medical and evacuation insurance that covers medical emergencies, security emergencies, or natural disasters through GeoBlue [9].

Faculty/staff family members on approved travel can purchase coverage for dependents through GeoBlue, by contacting them directly. CU Faculty, staff and students traveling on an education abroad program

must coordinate their coverage by contacting their campus international/global education abroad office managing the program.

For non-employees, the university strongly recommends purchasing international medical and evacuation insurance for your trip. Personal health insurance plans may not cover foreign medical treatment, co-payments, co-insurance, certain evacuation needs or out-of-network charges.

Foreign Automobile Lease or Rental Coverage

Auto Coverage: You must purchase country specific compulsory auto insurance if you lease or rent a vehicle. Regulations and laws vary from country to country, making private automobile use and driving a high-risk choice in many countries. Please consider both liability exposure and potential physical damage to the vehicle when purchasing coverage.

URM recommends travelers consider the various transportation options for their destination.

Travel Assistance Provider

Preparing for travel and potential emergency situations in international locations may be very different than in the United States. Circumstances may occur that are not covered by international medical and evacuation insurance. The University has a membership with a travel assistance provider, **International SOS**, to assist you in preparing for your international travel activities as well to provide information during your travels. You can access the provider hosted website at www.internationalsos.com ^[10] using the university membership number **11BCAS000006** (Member Log In). Services other than what is listed may be engaged by the traveler or department on a fee for service basis.

- **Pre-travel country specific information:** provides information on medical, security and travel to prepare for safe travel. The travel guidance is accessible on the hosted website and/or is emailed to travelers booked through the university travel agency or who manually register their reservation.
- **Database of university travelers:** traveler reservations booked through the university travel agency are uploaded to assist in responding to emergencies. Travelers can manually enter travel reservations.
- **24/7 travel assistance:** travelers can call for pre-travel and during-travel inquiries.
- **Real time global intelligence reports (email or mobile app):** changes in medical or travel conditions will trigger alerts to travelers.

Waivers, Releases and Consents

Risk/Waiver templates ^[11] are used to advise participants (students, volunteers, non-employees) of the anticipated hazards for the specific trip; of their responsibility while participating in the activity; advise the university does not provide medical insurance; obtain their written consent and document emergency contact information.

How do I get international travel approval?

Please visit Procurement Service Center Travel Office website ^[8] for a guide on approval and travel information.

For the university's Travel Authorization Policy click here: APS 4024 - Travel Authorization ^[4].

What is international medical and evacuation insurance?

International medical and evacuation insurance may provide the following coverage and services. Review the insurance plan that covers you for additional coverage information.

- arrange payment of medical treatment
- arrange and pay for medical evacuation and repatriation
- arrange and pay for political and natural disaster evacuations
- research in-country medical facilities
- arrange access to doctors and hospitals
- arrange appointments and assist with patient admittance
- communicate and coordinate with in-country medical facilities

Does the university have international medical and evacuation insurance for university travelers?

Yes. University employees including faculty, staff, residents, fellows traveling on university-sponsored international activities are covered through GeoBlue [12]. University travelers can register for an identification card by visiting GeoBlue's website [12] and using the CU access code: QHG99999UCBT. This ID card will contain the contacts needed in case of a medical emergency, political unrest or a natural disaster emergency. Download the GeoBlue app. The GeoBlue app provides you with access to your ID card and GeoBlue's self-service tools. GeoBlue Traveler Plan Member Questions [13].

International/Global Education program participants (students, faculty, staff) must contact their campus International/Global Education office for information on their international medical and evacuation insurance coverage. For contact information go to the **Campus Contacts** tab.

If a family member accompanies me on the university sponsored trip, will there be any GeoBlue coverage for them?

Not through the university's program. However, it can be purchased through GeoBlue. Register and access the "Plan Benefits Information" section. This is where you can find the "Dependent Enrollment Form" with the rates.

Information is available at www.geo-blue.com [14]. Register for access to the member guide, faculty and staff plan and additional information using CU Access code: QHG99999UCBT.

GeoBlue Traveler Plan Member Questions [13]

Does the GeoBlue coverage apply for vacation trips before or after the CU trip?

We recommend you speak to GeoBlue for determination and they can guide you to purchase additional coverage as needed. Information is available at www.geo-blue.com [14] or call GeoBlue directly. Register for access to the member guide, faculty and staff plan and additional information using CU Access code: QHG99999UCBT.?

GeoBlue Traveler Plan Member Questions [13]

Who should I contact when dealing with an injury or illness while traveling abroad?

University Employees

- Your international medical and evacuation insurance carrier should be your first contact, they will provide guidance, treatment locations and assist with payment arrangements.

For general questions

- Campus International Travel resources for faculty and staff, information is located under the **Campus Contacts** tab.

- Procurement Service Center Travel Office:
 - PSC Travel website ^[3]
 - (303) 837-2161
- University Risk Management to report the incident ^[15], if work related.

International/Global Education Program Participants

- Your international medical and evacuation insurance carrier and your campus international/global education abroad office is your first contact. They will provide guidance, treatment locations and assist with payment arrangements.
- Find your campus international/global education abroad office under the **Campus Contacts** tab.

How do I contact my international medical and evacuation insurance carrier?

University Employees

University employees including faculty, staff, residents, fellows traveling on university-sponsored international activities are covered through **GeoBlue**. Information is available at www.geo-blue.com. ^[16] Register for access to the member guide, faculty and staff plan and additional information using **CU Access code: QHG9999UCBT**.

- To find a contracted doctor or facility, call GeoBlue ^[12] or visit the “Find International Doctors and Hospitals” section in the Member Hub on GeoBlue website ^[12] or in the GeoBlue member app. In order to avoid paying upfront for your medical care and having to submit a claim for reimbursement, schedule your appointment through GeoBlue using one of these methods:
 - Select “Schedule an appointment with this Provider” in the Member Hub or through the GeoBlue app.
 - Contact GeoBlue ^[12] to request an appointment.

International/Global Education Abroad Program Participants

- International/Global Education Abroad program participants must contact their campus **International/Global Education Abroad** office for information on their international medical and evacuation insurance coverage. Find your campus international/global education abroad office under the **Campus Contacts** tab.

When does workers' compensation apply to international travel?

Workers' compensation benefits apply to employees of the University that suffer a work related injuries and illnesses arising out of the course and scope of university employment. Workers' compensation covers university employees including faculty, staff, paid student workers, residents, fellows, students in internships, clinical rotations or practicum. Workers' compensation does not cover volunteers, family members, and other travelers that are not considered employees. Report claims to Risk Management on the file a claim ^[15] page.

Why should I see a travel clinic before international travel?

International destinations might not have access to medical care similar to care in the U.S. CDC and the university recommend visiting a travel medicine specialist or a doctor familiar with travel medicine to answer questions and make recommendations at least four to six weeks before your trip.

Travel clinics can provide information on health conditions, pre-existing conditions that might require management while you are abroad, and can prescribe prophylactic medications and vaccines where indicated. University of Colorado Hospital, Rose Medical Center, Denver Health Medical Center, Porter Hospital, Wardenburg Health Center, and Passport Health all have travel medicine specialists available.

Does the university provide auto insurance while I am traveling abroad?

The university program does **not** include country-specific compulsory auto insurance. You must purchase country-specific compulsory auto insurance including liability and physical damage if you rent a vehicle. If renting a vehicle is necessary, contact the Procurement Service Center ^[17] for further information.

- PSC phone number: 303-837-2161
- PSC webpage: Renting a Car ^[18]

Does the university insure my property while I am traveling abroad?

Only property that is owned/leased by the university is covered by the university's insurance program. A deductible may apply to theft losses of university owned/leased property. Review security measures that apply to your travel destination. Contact your personal homeowners/renters insurance company for questions regarding your personal property coverage while traveling abroad.

If traveling with university property, contact your campus Export Control office. For contact information go to the **Campus Contacts** tab.

Department	Contact
CU Boulder Police Dispatch	303-492-6666

Department	Contact
<p>International/Global Education Abroad for Students and Study Abroad Participants</p>	<p>Office of International Education Website ^[19]</p> <p>Education Abroad Website ^[20]</p> <p>Mary Dando 303-492-2975</p> <p>Sylvie Burnet-Jones 303-492-7631</p> <p>Carrissa Calease-Martinez 303-735-3162</p>
<p>International Medical & Evacuation Insurance provider for Students & Study Abroad/Global Education</p>	<p>Education Abroad Health Insurance Website ^[21]</p>
<p>International Medical & Evacuation Insurance provider for: Faculty/Staff/Employees of the university (not students/study abroad)</p>	<p>GeoBlue Website ^[9]</p> <p>For 24/7 Medical Assistance Including Evacuation: 1.610.254.8771</p> <p>For medical plan information: 1.610.254.5830 or 1.888.412.6403 (in US)</p> <p>For ID card and plan information register at www.geo-blue.com ^[9]</p> <p>Group Access Number: QHG99999UCBT</p> <p>Faculty/staff (other than study abroad) contact for all medical emergencies, security emergencies, or natural disasters. Call for information on medical facility locations and guidance.</p>

Department	Contact
University Risk Management Campus Contact	<p>urmucbdirs@cu.edu [22]</p> <p>Carolyn Peet, Director carolyn.peet@cu.edu [23] 303-735-5900</p> <p>Chadd Medina, Associate Director chadd.medina@cu.edu [24] 303-492-6138</p> <p>Main Office riskmgmt@cu.edu [25] 303-860-5682</p>
PSC Travel	Travel Overview Website [3]
Legal	University Counsel 303-492-7481
Environmental Health & Safety	303-492-4002
Regulatory Compliance, Export Control	Export Controls Website [26]
U.S. State Department Overseas Citizen Services	<p>From the U.S. & Canada: 1-888-407-4747</p> <p>From Overseas: 1-202-501-4444</p> <p>May help with lost/stolen passport, medical emergencies, victim of crime, arrest/detention, missing person, death abroad, and natural disasters.</p>
U.S. Embassies	List of U.S. embassies, consulates, and diplomatic missions. [27]
CDC	Center for Disease Control and Prevention Survival Guide to Safe and Healthy Travel [28]

Department	Contact
<p>Travel Assistance Provider: International SOS</p>	<p>1-800-523-6586 (direct); 1-215-942-8226 (call collect)</p> <p>Information Website: https://www.internationalsos.com [10]</p> <p>Password: 11BCAS000006</p> <p>CU membership allows you to call or go online for international country specific advice and information that can help you make decisions prior to departure. When traveling they can assist you in the event of emergency. Please note that emergency services provided in country will come at an additional cost.</p> <p>Contact your “International Medical and Evacuation Insurers” first to respond to insured medical, security and natural disasters.</p>

Department	Contact
<p>International Emergencies: CU AMC Police Dispatch</p>	<p>303-367-1785 (accepts collect calls)</p>
<p>International/Global Education Abroad Department for students and study abroad participants</p>	<p>Global Education/Study Abroad Website [29]</p> <p>study.abroad@ucdenver.edu [30]</p> <p>303-315-2230?</p>
<p>International Medical & Evacuation Insurance provider for Students and Study Abroad/Global Education</p>	<p>GeoBlue Student Overseas Plan [31]</p> <p>globalhealth@hthworldwide.com [32]</p> <p>1-800-257-4823 or 1-610-254-8771 (collect outside of the U.S.)</p> <p>Group Certificate #: 4ELI-2165-A-17</p>

Department	Contact
<p>International Medical & Evacuation Insurance provider for: Faculty/Staff/Employees of the university (not students or study abroad)</p>	<p>GeoBlue Website ^[9]</p> <p>For 24/7 Medical Assistance Including Evacuation: 1.610.254.8771</p> <p>For medical plan information: 1.610.254.5830 or 1.888.412.6403 (in US)</p> <p>For ID card and plan information register at www.geo-blue.com ^[9] Group Access Number: QHG99999UCBT</p> <p>Faculty/staff (other than study abroad) contact for all medical emergencies, security emergencies, or natural disasters. Call for information on medical facility locations and guidance.</p>
<p>University Risk Management Campus Contact</p>	<p>urmucddirs@cu.edu ^[33]</p> <p>Faith Perry, Director faith.perry@cu.edu ^[34] 303-724-6497</p> <p>LoriAnn Smith, Associate Director LoriAnn.Smith@cu.edu ^[35] 303-724-1127</p> <p>Main Office riskmgmt@cu.edu ^[25] 303-860-5682</p>
<p>Office of International Affairs CU Denver & CU Anschutz Faculty and Staff Resources</p>	<p>OIA Faculty/Staff/Employee Travel Website ^[36] Joanne Wambeke, Assoc. Director, International Operations, 303-315-2121 OIA main number: 303-315-0036</p>
<p>Legal</p>	<p>303-315-6617</p>
<p>Environmental Health & Safety</p>	<p>EH&S Website ^[37] 303-724-0345</p>
<p>Regulatory Compliance, Export Control</p>	<p>Office of Regulatory Compliance Website ^[38]</p> <p>Export Control Website ^[38]</p>

Department	Contact
U.S. State Department Overseas Citizen Services	<p>From the U.S. & Canada: 1-888-407-4747</p> <p>From Overseas: 1-202-501-4444</p> <p>May help with lost/stolen passport, medical emergencies, victim of crime, arrest/detention, missing person, death abroad, and natural disasters.</p>
U.S. Embassies	List of U.S. embassies, consulates, and diplomatic missions. [27]
CDC	Center for Disease Control and Prevention Survival Guide to Safe and Healthy Travel [28]
Travel Assistance Provider: International SOS	<p>1-800-523-6586 (direct); 1-215-942-8226 (call collect)</p> <p>Information Website: www.internationalsos.com [10]</p> <p>Password: 11BCAS000006</p> <p>CU membership allows you to call or go online for international country specific advice and information that can help you make decisions prior to departure. When traveling they can assist you in the event of emergency. Please note that emergency services provided in country will come at an additional cost.</p> <p>Contact your “International Medical and Evacuation Insurers” first to respond to insured medical, security and natural disasters.</p>

Department	Contact
CU Police Dispatch	719-255-3111
International/Global Education Abroad Department	<p>Office of International Affairs [39]</p> <p>international@uccs.edu [40]</p> <p>719-255-5018</p> <p>After-Hours Emergency: (719) 255-3111</p>
Insurance provider: Study Abroad/Global Education	Contact 719-255-5018 for information

Department	Contact
<p>International Medical & Evacuation Insurance provider for: Faculty/Staff/Employees of the university (not students or study abroad)</p>	<p>GeoBlue Website ^[9]</p> <p>For 24/7 Medical Assistance Including Evacuation: 1.610.254.8771</p> <p>For medical plan information: 1.610.254.5830 or 1.888.412.6403 (in US)</p> <p>For ID card and plan information register at www.geo-blue.com ^[9]</p> <p>Group Access Number: QHG99999UCBT</p> <p>Faculty/staff (other than study abroad) contact for all medical emergencies, security emergencies, or natural disasters. Call for information on medical facility locations and guidance.</p>
<p>University Risk Management Campus Contact</p>	<p>urmuccsdirs@cu.edu ^[41]</p> <p>Jamie Duvall, Director james.duvall@cu.edu ^[42] 719-255-3525</p> <p>Main Office riskmgmt@cu.edu ^[25] 303-860-5682</p>
<p>PSC Travel</p>	<p>Travel Overview Website ^[3]</p>
<p>Legal</p>	<p>719-255-3820</p>
<p>Environmental Health & Safety</p>	<p>719-255-3111</p>
<p>Regulatory Compliance, Export Control</p>	<p>Export Controls Website ^[43]</p>
<p>U.S. State Department Overseas Citizen Services</p>	<p>From the U.S. & Canada: 1-888-407-4747</p> <p>From Overseas: 1-202-501-4444</p> <p>May help with lost/stolen passport, medical emergencies, victim of crime, arrest/detention, missing person, death abroad, and natural disasters.</p>
<p>U.S. Embassies</p>	<p>List of U.S. embassies, consulates, and diplomatic missions. ^[27]</p>

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Groups audience:

University Risk Management

Source URL: <https://www.cu.edu/risk/international-travel>

Links

[1] <https://www.cu.edu/risk/international-travel>

[2] <https://www.cu.edu/psc/training/booking-travel/requesting-approval-international-travel>

[3] <https://www.cu.edu/psc/travel>

[4] <https://www.cu.edu/ope/aps/4024>

[5] <https://www.cu.edu/doc/internationaltravelriskassessmentandchecklist030620pdf>

[6] <https://www.cu.edu/doc/internationaltravelerletter030620pdf>

[7] <https://www.cu.edu/psc/psc-procedural-statement-travel>

[8] <https://www.cu.edu/psc/international-travel-employees>

[9] <https://www.geo-blue.com/>

[10] <https://www.internationalsos.com>

[11] <https://www.cu.edu/risk/general-waivers-and-consent>

[12] <https://geo-blue.com/>

[13] https://www.geo-blue.com/faqs_travelers.cfm

[14] <http://www.geo-blue.com>

[15] <https://www.cu.edu/risk/file-claim>

[16] <http://www.geo-blue.com>.

[17] <https://www.cu.edu/node/379>

[18] <https://www.cu.edu/psc/travel/rent-a-car>

[19] <https://www.colorado.edu/oie/>

[20] <http://studyabroad.colorado.edu/>

[21]

http://studyabroad.colorado.edu/index.cfm?FuseAction=https://studyabroad.colorado.edu/index.cfm?FuseAction=Abroad016F-0CCF-E955A764D6DBFC00&Link_ID=7A17F1D1-F9BB-E79B-ADDE7D5F6C02EF40

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[25] <mailto:riskmgmt@cu.edu>
[26] <https://www.colorado.edu/researchinnovation/export-controls>
[27] <https://www.usembassy.gov/index.html>
[28] <https://wwwnc.cdc.gov/travel/notices>
[29] <http://www.ucdenver.edu/academics/InternationalPrograms/oia/globaleducation/Pages/default.aspx>
[30] <mailto:study.abroad@ucdenver.edu>
[31] <https://geobluestudents.com/>
[32] <mailto:globalhealth@hthworldwide.com>
[33] <mailto:urmucddirs@cu.edu>
[34] <mailto:faith.perry@cu.edu>
[35] <mailto:LoriAnn.Smith@cu.edu>
[36] http://www.ucdenver.edu/academics/internationalprograms/oia/operations/travel/faculty_staff/Pages/default.aspx
[37] <http://www.ucdenver.edu/research/EHS/Pages/EHS.aspx>
[38] <http://www.ucdenver.edu/research/ORC/EC/Pages/default.aspx>
[39] <https://www.uccs.edu/educationabroad/>
[40] <mailto:international@uccs.edu>
[41] <mailto:urmuccsdirs@cu.edu>
[42] <mailto:james.duvall@cu.edu>
[43] <http://www.uccs.edu/osp/research-compliance.html>