

Environmental Health and Safety Manual (EHS)

EHS 705–05: Emergency Travel Assistance Services Program

Effective: 7/1/1999

Revised: 12/1/2012

Purpose

To provide guidelines and the process for utilizing the services provided by the Emergency Travel Assistance Services Program

Sources

Arizona Department of Administration, Risk Management Section

ASU Insurance Services

Applicability

University employees traveling on university business

Policy

Domestic and international travel assistance services are available for university employees during travel provided such travel is at least 100 miles or more away from the traveler's permanent address. Services are provided to assist university employees when emergency situations arise during university business travel. Assistance services include, but are not limited to:

1. pre-trip assistance
2. medical emergency services coordination
3. emergency message service
4. emergency translation service
5. emergency travel agency services
6. emergency evacuation
7. lost luggage assistance
8. legal referral assistance
9. medication shipment service
10. lost document service
11. vehicle repatriation

and

12. repatriation of remains.

Accidental death and dismemberment insurance coverage is provided up to ten times the employee's salary with a maximum benefit of \$500,000.

Coverages and services apply only to university employees while traveling on behalf of the university. Consequently, employees planning to travel on personal business should contact their personal health care providers should they become ill or injured.

Procedure

Contact ASU Insurance Services at 480/965-1823 or e-mail insuranceservices@asu.edu prior to travel departure to obtain:

1. the brochure containing additional information about travel assistance services
and
2. the instructions for printing the identification card for the traveler.

Cross-Reference

For related information, see the *Financial Services Policies and Procedures Manual*—[FIN 500](#), “Travel.”