

Environmental Health and Safety Manual (EHS)

EHS 705–07: Nonemployee Travel Insurance

Effective: 4/1/1999

Revised: 12/1/2012

Purpose

To provide guidelines and an overview of the method and process for filing an accident injury claim for nonemployees traveling on approved university field trips or authorized university business

Source

Insurance Services

Applicability

Nonemployees (students and volunteers) traveling on approved field trips or authorized university business (domestic travel only)

Policy

The university provides limited accidental medical expense coverage in excess of any other collectable medical insurance for nonemployees approved to travel on university field trips or authorized university business. Coverage applies to students participating in approved field trips and university volunteers traveling on authorized university business. Accidental death and dismemberment benefits are also included.

Coverage limits include:

Death and Dismemberment—Principal Sum	\$25,000
Medical Expense Limit	\$25,000
Aggregate Limit of Liability	\$375,000 per accident

University employees traveling on authorized university business are provided coverage under the State of Arizona Department of Administration, Risk Management Section’s Workers’ Compensation Program. Employee workers’ compensation coverage and claims issues can be directed to Human Resources by calling 866/278–5081.

Procedure

For field trips, an itinerary including the date(s) of field trip, location, list of participants, and responsible university authority shall be sent to Insurance Services prior to departure (mail code 6512) or fax (480/727–9055). Refer to the procedures outlined in [EHS 705–08](#), “University Volunteer Insurance Coverage,” for volunteer record keeping requirements. These mechanisms ensure the travel is authorized by the traveling department.

Contact Insurance Services by telephone (480/965–7700), fax (480/727–9055), or e-mail (insuranceservices@asu.edu) to initiate the claim process as soon as the injured nonemployee receives professional medical attention. Insurance

Services will need the name of the injured person, date of the incident, location at time of injury, and address where the Application for Benefits claim form should be sent.

Cross-References

For related information, see [EHS 705-08](#), "University Volunteer Insurance Coverage." See also:

The *Staff Personnel Policies and Procedures Manual*:

1. [SPP 212](#), "Volunteer Services"

and

2. [SPP 504-02](#), "Workers' Compensation."