



Part III
International
Travel
Orientation

Office of Risk Management



LSC Travel Abroad Insurance

In this segment of training, you will learn the following:

1. LSC Travel Abroad Insurance requirement;
2. Enrollment process for Travel Abroad Insurance;
3. Helpful Tools for Travel Abroad ; and
4. Contact information for the Office of Risk Management



Introduction

- Effective evaluation of potential risks and proper preparation to mitigate those risks is necessary to maintain the safety of faculty, staff and students.
- During your travel planning stage you may need to consult several areas of expertise:
 - Risk Management;
 - Office of Emergency Management;
 - International Programs;
 - Administrative Services;
 - Student Success;
 - Instruction; and
 - Office of General Counsel;
- In planning and implementing an international trip you are often asked to be a travel agent, bookkeeper, safety officer, first aid administrator, and 24-hour companion!



Travel Risks

- International travel comes with its own set of unique risks.
- Students, faculty and staff traveling abroad may be faced with unexpected emergency situations.
- Unexpected emergency situations may include accidents, disease, natural disasters, political uprisings and more.



LSC Travel Aboard Insurance Plan

- LSC requires all Faculty, Staff or Students traveling aboard in affiliation with the College to purchase and enroll in the [LSC Travel Abroad Insurance Plan](#). **All students are strongly encouraged to maintain their U.S. health insurance coverage in case treatment is necessary upon return to the United States.**
- The 2017-2018 cost for the insurance is \$45.00 per person for travel up to 14 days and \$15.00 per person for each additional 7 days.
- The LSC Travel Abroad Insurance Plan covers accident and sickness, evacuation, and repatriation insurance for all students registered with the LSC, traveling outside of the United States for LSC sponsored study abroad trip and all employees of the LSC traveling outside of the United States for (i) study abroad programs and (ii) any business related to LSC.
- The insurance is provided by [UnitedHealthcare Global \(UHCG\)](#).
- The international trip must be registered in the [Office of Risk Management \(ORM\)](#).



Enrollment Process

LSC Travel Abroad Insurance program is provided by [UnitedHealthcare Global \(UHCG\)](#).

UHCG is a single-source provider for our travel insurance.

Enrollment is managed by the LSC Office of Risk Management.

Enrollment Process:

1. To activate travel abroad insurance coverage, the [Trip Plan and Trip Roster \(ORM-T-2013-02A\)](#) form must be completed; and
2. The completed form must be submitted to the LSC Office of Risk Management at RiskManagement@LoneStar.edu.



Additional Requirements Enrollment

1. Open and print the [United Healthcare Global ID Card](#).
2. Read and understand the [2017-2018 LSC Travel Abroad Insurance Brochure](#) prior to travel;
3. Create a UHCG Member Account – see [How to Create A UHCG Member Account](#);
4. Read, understand and print [SafeTrip Scholastic](#); and
5. Sign in to your account and review the travel assistance tools for your trip. The more you educate the more enjoyable is the trip!



Mitigate Risk

Research your destination

- ✓ Monitor [Travel Alerts and Warnings](#) and [Travel Health Notices](#) regularly for your destination.
- ✓ Learn about your destination's [Risks, Visa, Passport and Vaccination](#) requirements.
- ✓ Learn about your destination's [Embassy](#).
- ✓ Review a [Traveler's Checklist](#)

Pack

- ✓ [Pack Smart](#). Pack light, make sure you are not carrying banned items or substances, and have vital documents within reach.
- ✓ Pack a [travel health kit](#).

Take care of health matters and follow health and safety best practices

- ✓ Talk to your doctor about [vaccines recommended](#) for your destination.
- ✓ Learn how to transport your medication. Check with your [destination's embassy](#) here in the U.S.
- ✓ If you feel sick, have an emergency or need travel assistance contact [UnitedHealthcare Global](#).
- ✓ Follow [safety and security recommendations](#), [reduce exposure to illness](#) and be [transportation smart](#),



Helpful Tools

[Smart Traveler Enrollment Program \(STEP\)](#)

[U.S. Department of Homeland Security](#)

[U.S. Department of State – Passports & International Travel](#)

[U.S. Passports & International Travel – Worldwide Caution](#)

[Center for Disease Control and Prevention \(CDC\) – Traveler’s Health](#)

[2017-2018 AHP -LSC Travel Abroad Insurance – AHP](#)

[United Healthcare Global \(UHCG\)](#)

[UHCG Website](#)

[2017-2018 UHCG Insurance ID Card for LSCS \(Login Required\)](#)

[How to Create a UHCG Member Account](#)

[How to Use UnitedHealthcare Global Assistance](#)

[UnitedHealthcare Global Pre-Travel Checklist](#)

[UHCG Emergency Assistance Services-SafeTrip Scholastic](#)

[UHCG Daily Security Alerts](#)

[United Healthcare Global Travel Guides](#)

[Office of Risk Management \(ORM\) Website](#)