



Travel Information Meeting February 2025



TRAVEL SERVICES

UNIVERSITY *of* WASHINGTON

Agenda



- **GTS Travel Insurance Update**
- **UW Travel Discounts**
- **14-hour rule**
- **Travel Status & Ground Transportation, 11-hour rule**
- **Return Checks & Check Cancellations AP Procedure**
- **Travel Advances Policy + SOM/UWM**
- **Questions**

Global Insurance and Travel Changes, 2025

An aerial photograph of a city, likely Copenhagen, Denmark, at sunset. The sky is filled with dramatic, colorful clouds in shades of orange, pink, and purple. The city's architecture is visible, featuring a prominent, tall, dark church spire in the center. The water in the foreground is calm, reflecting the colors of the sky. The overall scene is serene and picturesque.

U W Global Travel Health and Safety

UNIVERSITY *of* WASHINGTON

Office of Global Affairs - Maddie Macmath



Insurance Provider

Insurance company who creates scope of coverage and pays for services

Cigna

Emergency Assistance Provider

Provides on the ground assistance to impacted travelers

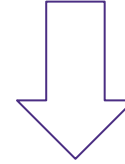
International SOS

What is Global Insurance?

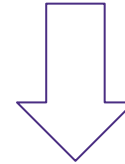
Why?



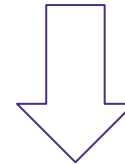
Travel Registration



Awareness



Increased Support



Your Health and Safety

Travel Registration & Accessing Insurance

Travel registration helps us assist you in the event of an emergency. All UW official travel should be registered.

Faculty, other academic personnel, and staff

Individuals On UW Official Travel (Employee)

Examples:

Faculty traveling for research (including sabbatical), travel by research staff, travel to conferences, or travel on official UW business. For more information on faculty and staff travel registration, see our [FAQs](#).

Instructions

To register your travel, complete the questionnaires in the checklist below, then click submit. You can view or change your itinerary by clicking on the Itinerary tab above. If you have any questions about registering your travel, please contact the UW Global Travel Security Manager.

Get Started!

Checklist

- Travel Waiver Application- Faculty & Staff
- Cancellation Request
- Emergency Contacts for Travel Registry
- Insurance Information for UW Faculty and Staff

COVID-19 Update March 14, 2020	Information for Travelers
COVID-19 Update March 19, 2020	Information for U.S. Passport Customers
 Travel.State.Gov U.S. DEPARTMENT OF STATE — BUREAU OF CONSULAR AFFAIRS	
Travel.State.Gov > Global Level 4 Health Advisory – Do Not Travel	



Global Level 4 Health Advisory – Do Not

1. Click “Travel Registration” and “Employee”

www.washington.edu/globalaffairs/global-travelers

2. Create a new itinerary and input emergency contacts.

3. For countries with Department of State Level 4 advisory areas, you will be required to sign a travel waiver document.

What's covered under insurance:

- **NOTE: As of January 1, 2025, dependents are covered when traveling with a staff/faculty member on UW official business**
- \$500K medical maximum per traveler, per year. This includes coverage for pre-existing conditions.
- \$250K medical evacuation/repatriation
- \$0 deductible, no coinsurance
- Evacuation for political crises, natural disasters
- Coverage for mental health treatment
- Preventative care, trip delay/cancellation, high-risk activities are **NOT** covered.
- Note that there are no individual enrollments.

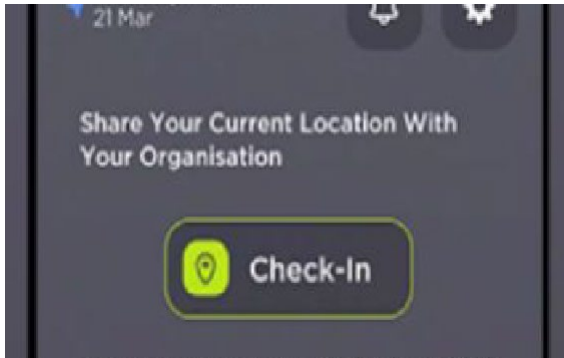


Executive Orders Impacting Global Travel

- **NOTE: there is still limited information on the total effect of the EOs and future actions that will impact global travel.**
- Reach out to travelemergency@uw.edu with questions
- The Department of State has removed the third-gender marker (gender X) option and will no longer issue or renew passports with a third-gendermarker.
 - Active passports with a third-gender marker will remain valid
- The current administration has ordered a 60 day-review to compile a report of recommendations around potential travel restrictions
- Important note: Travelers with US visas really need to have their travel documentation in order prior to departing.



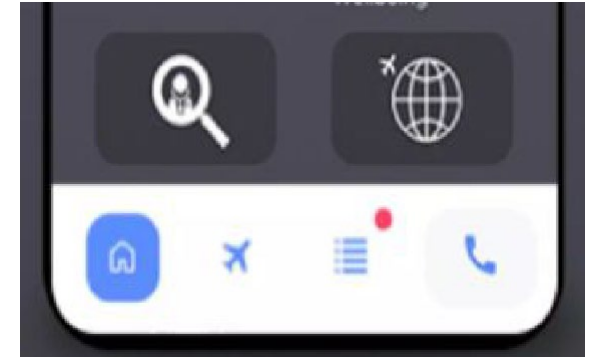
INTERNATIONAL SOS



Use the **GREEN** check-in button



Pay Attention to **ALERTS**



When in doubt: **CALL ISOS!**

ISOS is your emergency assistance provider.

We recommend that you download and set up the app when traveling abroad. Calling ISOS during an emergency or for help setting up medical care is the easiest way to get support.



Additional Resources

UW CONTACTS

- ★ **UW 24/7 Global Emergency:** +1206.632.0153
(emergencies only!)
- ★ **Global Travel Email:** travelemergency@uw.edu
(can be used for non-emergencies)
- ★ **UW Global Travel website:**
<https://www.washington.edu/globalaffairs/global-travelers/>

INTERNATIONAL SOS

- ★ **ISOS Assistance Center:** +1 215.942.8226
- ★ **Cigna Member ID:** 09895A001

UW Global Travel Add't Links

➤ **Executive order information:**

➤ <https://www.washington.edu/globalaffairs/resources-global-community/>

➤ **Registering travel:**

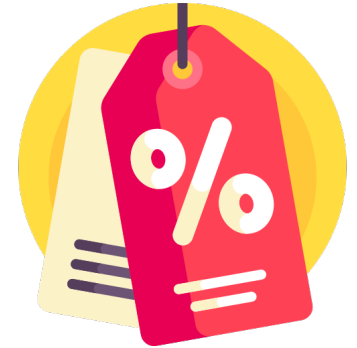
➤ <https://www.washington.edu/globalaffairs/global-travelers/travelregistry/>

➤ **Insurance coverage information:**

➤ <https://www.washington.edu/globalaffairs/global-travelers/global-insurance/insurance-coverage/>

UW Travel Discounts

- **Airfare (Alaska/Delta/Turkish Airlines)**
- **Lodging (Over 70+ Vendors)**
 - Personal vs Business
- **Car Rental (Enterprise/National)**
- **Travel Agencies**
- **Other Ground Transportation (Parking, Charters/Shuttle, Ferry)**



14 Hour Rule



- **Allows for upgrades to business class or foreign layover en route or at destination**
 - Not to exceed 24 hours
- **Time counted towards the 14 hours =**
 - Flight time from origin airport to destination airport + layovers
- **Applies per leg**
- **Only needs prior approval**

Travel Status & Ground Transportation, 11 Hour Rule

- **Travel Status eligibility does not apply to Ground Transportation expenses**
- **Travel Status = Per Diem (Lodging/Meals)**
 - **Reminder 11-Hour Rule – Do not factor meals into hour amount**
- **Ground Transportation = Route**

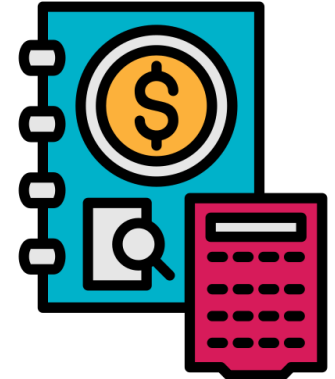


Return Checks & Check Cancellations AP Procedure

- Checks printed with no address are sent to Gateway Building (UDSB)
- AP cancels and shreds all reimbursement checks
- Requester actions:
 - Adjust address in payee profile (for MPs)
 - Have payee update their address in WD
 - Resubmit payment



Spend Auth/Travel Advances Policy, SOM/UWM



- UW1861 worktags only
- SOM/UWM are not able to reconcile spend authorizations or travel advances
 - Error stating their intercompany (SOM, UWMSS, HMC etc) cannot be used and UW1861 is only allowed.



Questions?

