

INTERNATIONAL TRAVEL: ADELPHI RESOURCES FOR FACULTY & STAFF

Traveling internationally? Below find information on how to check if your personal health insurance plan covers you internationally, an overview of Adelphi's Travel Assistance Program, instructions to enroll in the U.S. State Department's Secure Travel Enrollment Program and other tips to keep you safe when traveling globally on Adelphi-related business.

- **Check whether your personal health insurance plan covers you for international travel.** Learn the details of what your plan covers in the event you become ill during your travel. It is likely that you may need to pay for medical services out of pocket while traveling and then request reimbursement from your health insurance company when you return. If your personal health insurance plan does not cover you for the duration of your international travel, please contact the Center for International Education (516-877-3487) to discuss options for purchasing a supplemental international health insurance plan.
- **Your travel details will be automatically uploaded to the Adelphi University Travel Log (monitored by AU Public Safety in the case of emergency) if you use Adelphi's travel service, American Express Business Travel, to book your international airfare.** If you book work-related international travel independently, email your international travel destination and dates to cie@adelphi.edu to be added to the Adelphi University Travel Log.
- **Enroll in the Secure Traveler Enrollment Program (STEP),** a free service provided by the U.S. Department of State to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. Once enrolled in this program, you will receive important information from the Embassy about safety conditions in your destination country. It will also enable the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency. <https://step.state.gov/step>
- **Check the U.S. State Department travel website** for alerts and warnings pertaining to your travel destination. <http://travel.state.gov/content/passports/en/alertswarnings.html>
- **Adelphi University's Travel Assistance Program** provides assistance to Adelphi University faculty and staff should a medical emergency occur overseas. Additional assistance is provided for other incidents such as emergency evacuations for severe weather, civil disturbance or terrorism related events. Adelphi travelers should carry the [Europ Assistance Brochure](#) with them internationally. A copy of the brochure will be provided to all Adelphi personnel traveling internationally by the Purchasing Office or American Express Travel upon purchase of international airfare. The Europ Assistance help phone line is dedicated to Adelphi University and may be called collect.
- Airlines tickets purchased through the Adelphi University's American Express Travel service **do not carry trip insurance.**

For additional information regarding Adelphi University's travel assistance programs, please contact the Office of Business Affairs at (516) 877-3240.