

FOREIGN LIABILITY INSURANCE ENROLLMENT FORM

PURPOSE: The University automatically provides Foreign Liability insurance for Faculty and Staff traveling abroad on authorized University travel. The purpose of this form is to obtain necessary information to ensure coverage under CMU's policy and to provide the CMU traveler emergency and executive assistance program information prior to the scheduled travel.

- CMU students planning to accompany Faculty or Staff on a University approved trip, with Study Abroad or Program B status must register with the Office of Study Abroad, Ronan 330 (phone: 774-4308) prior to travel.
- Dependents, non- Study Abroad/Program B students, or others accompanying faculty or staff on a University approved trip are not covered by CMU's insurance policy or emergency assistance program. It is recommended these individuals inquire about their own personal coverage while in a foreign country.

INSTRUCTIONS: Complete and submit to the CMU office noted below at least ten business days prior to your trip:

Risk Management Environmental Health & Safety, 1303A West Campus Drive
 Email: RISK@cmich.edu

INTERNATIONAL TRAVEL DATA

Employee Name:	Campus Address and Phone No.: Home Address and Phone No. (if not available on campus):
Destination:	Travel Dates:
Purpose:	Department Sponsoring the Trip:

RISK MANAGEMENT OFFICE USE ONLY:

Date Insurance Information Sent to Employee:	Sent By:
Sent to: <input type="checkbox"/> Campus Address <input type="checkbox"/> Home Address (Check One)	

Other Notes: