

Foreign Travel Contact Information

IMPORTANT INFORMATION:

For CMU Employees Traveling Abroad for Official University Business/Academic Purposes

Print these two pages, complete the University Program and Personal Information sections, and carry it with you when you travel. **Note:** 800, 866 & other toll-free phone numbers do not work outside of the U.S. and Canada.

University Information

Office of General Counsel

Phone: 989-774-3971

Fax: 989-774-2477

Web Site http://www.cmich.edu/office_president/general_counsel

CMU Police

Phone: 989-774-3081

Fax: 989-774-2470

Web Site <http://www.police.cmich.edu>

Email police@cmich.edu

Human Resources

Phone: 989-774-3661

Fax: 989-774-3256

Web Site <http://www.hrs.cmich.edu>

Faculty Personnel Services

Phone: 989-774-3368

Fax: 989-774-4250

Web Site <http://www.fps.cmich.edu>

Email fps@cmich.edu

Office of Study Abroad

Phone: 989-774-4308

Fax: 989-774-3690

Web Site <http://www.studyabroad.cmich.edu>

Payroll & Travel

Phone: 989-774-3525

Fax: 989-774-1069

Web Site <http://www.cmich.edu/payroll>

Email payroll@cmich.edu

Contracting & Purchasing Services

Phone: 989-774-3929

Fax: 989-774-3466

Web Site <http://www.purchasing.cmich.edu>

Risk Management, Environmental Health & Safety

Phone: 989-774-3741

Fax: 989-774-1303

Web Site <http://www.cmich.edu/rm>

University Health Services

Phone: 989-774-6599

Fax: 989-774-4335

Web Site <http://www.cmich.edu/universityhealthservices>

Email healthservices@cmich.edu

Workers' Compensation – 24 Hour Injury Reporting

Phone: 989-774-7177

Fax: 989-774-2177

Web Site <http://www.hrs.cmich.edu>

University Program Information

Contact Risk Management for current program details

CMU Business Card

Call (800) VISA-911 for the Benefit Administrator and Claim Reporting.

If outside the United States, call collect at 0-410-581-9994.

Web site: http://usa.visa.com/corporate/mid_size/payment/bft_auto_rental.html

Chartis WorldRisk

24-Hour Travel Guard assistance through Foreign Liability Insurance Policy

Call (800) 401-2678 Toll-Free from the United States and Canada

When outside the U.S. or Canada place your call collect at +01 (817) 826-7008.

Personal Information

Your Department/Program's Phone Number: _____

Supervisor or Contact Name: _____

Work Number: _____

Home Number: _____

Your Medical Insurance Company Name: _____

Phone Number: _____

Medical Insurance Contract (Carrier #, Group #, ID #, etc.): _____

Address for Submitting Claim Forms: _____

Your Doctors' Names/Phone Numbers (Include day and evening): _____

Your Prescription Coverage Provider: _____

Your Pharmacy Phone Number: _____

Important Email Addresses: _____