

# Travel-Related Reminders

*The purpose of this communication is to provide some reminders and background related to several important University travel policies and procedures.*

## Travel Approval

All business travel must be approved by the employee's supervisor on behalf of the University and in compliance with State requirements.

o Travel by senior University administrators, except for in-state day travel, shall be authorized in advance by the administrator's supervisor or the person designated to do so. They must complete [form 1303.1.1f. \(more info\)](#)

o Individuals who are designated to approve travel shall ensure that an alternate approver is available in cases where the principal approver is unavailable.

o For employees who are not designated as a senior University administrator, department heads or comparable administrators have been given this role. [\(more info\)](#)

## Benefits of HTH Worldwide

o Primary health insurance's international coverage is typically "out-of-network" and subject to increased deductibles, copayments and limitations.

o The University's coverage through HTH is tailored specifically for our international travel and eliminates the limitations your primary health insurance may have.

o With HTH, there is no deductible, it covers 100% of reasonable expenses and it provides direct payment to the foreign medical provider.

o With HTH's extensive network of international medical providers, an employee can avoid the possibility of having to personally incur medical expenses.

o Other additional coverages and services include medical evacuation, natural disaster evacuation, emergency political evacuation and bedside visit benefits.

## Additional Information

- For international university travel, all University students, faculty and staff are required to register in advance on the [UNC Global Travel Registry](#).
- The [University's Central Airfare Billing System \("CABS"\)](#) is the preferred channel for the purchase of airline tickets for business travel. This system avoids the need for ticket reimbursement. If an employee purchases tickets independently, reimbursement cannot occur until after the flight.
- For international university travel, all University students, faculty and staff must enroll in advance in a ["travel abroad" insurance program](#) as offered through HTH Worldwide unless as specifically approved by the Chief International Officer.

## Contact Information

**General travel policies and procedures:** Phil Easler (*Travel Services*) 919.962.0210

**Global Travel Registry:** Andrew Hunt (*Office of the Executive Vice Chancellor and Provost*) [andrew.hunt@unc.edu](mailto:andrew.hunt@unc.edu)

**HTH Worldwide travel insurance program:** Janet Hoernke (*Risk Management Services*) 919.962.6681