TO: Deans, Vice Presidents, Directors, and Business Managers

FROM: Michael J. Mandel, M.D.
      Michael M.E. Johns, M.D.
      Earl Lewis, PhD

RE: Emory University International Business Travel Insurance

DATE: November 30, 2006

Emory University’s various schools, departments and entities engage in activities all over the world that involve the University’s students, staff and faculty. The University strongly encourages these activities as part of its mission to diversify educational offerings and research activities. While no travel is risk-free, those associated with international travel present unique challenges. In an effort to ensure that all faculty and staff are protected and adequately insured while traveling internationally, we are asking that all faculty and staff refer to the expanded website for The Emory Travel Information Center at www.finance.emory.edu (“Foreign Travel Information” link) in advance of undertaking any international trip.*

Faculty and staff traveling internationally on Emory-related business are automatically provided with insurance coverage, obviating the necessity of purchasing individual coverage. Details on the Emory program, and guidelines for local insurance requirements, can be found on the Emory Travel website.

Travel to countries under U.S. trade or economic sanctions, and travel extending beyond 3 months in duration, is NOT automatically insured under the program. A list of excluded countries can be found on the website.

For the safety and security reasons listed above, we strongly encourage all travelers to book their flights through Emory’s three preferred agencies. Further, all three agencies have a crisis management process, which documents contact information so that Emory travelers can be contacted in the event of an emergency. Bookings made through other arrangements may not necessarily allow for emergency notification.

Please direct your questions regarding insurance coverage to Cheryl France at 404-778-7932.

* International business travel would be defined as any Emory business travel outside of the 50 United States.