



This document defines the complementary notions of University of Michigan Related Travel (UMRT) and Non-U-M Related Travel, for the purposes of compliance with the International Travel Policy SPG 601.31 and to define international travel health insurance coverage and evacuation support.

All U-M Related Travel (UMRT) is subject to SPG 601.31 on international travel, which places certain minimum requirements on travelers to ensure safety and allows the U-M to track and provide emergency support for the travel. Note that there may be additional U-M and unit-level policies related to international travel, and additional guidelines meant to ensure the quality of student experiences, but these are outside the scope of this document.

For the purposes of international travel safety policy and tracking of international travelers, UMRT is defined in terms of two traveler roles:

Roles:

- 1) ***U-M Staff/Faculty***
- 2) ***Participants*** in U-M programs and activities
 - a. an individual enrolled as a student at the U-M or
 - b. an individual not in a Staff/Faculty role participating in an experience organized and/or managed by the U-M. This role includes those who are not enrolled as U-M students, but participate in such an organized program.

U-M Staff/Faculty UMRT:

Staff or faculty members who are traveling within the context of their job responsibilities are considered to be on UMRT. If staff or faculty received U-M funds or U-M managed funds for a trip, then it is UMRT, but such funding is not necessary to identify a trip as UMRT. Travel might include personal activities outside of the traveler's job responsibilities, but if the primary purpose is work-related, the trip is UMRT.

Participant UMRT:

A person traveling in a Participant role who meets any one of the following criteria is on UMRT:

- Will receive U-M in-residence credit for the experience.
- Receives funding from a U-M unit or receives funds managed by the U-M for their travel. Note: As stewards of U-M resources, we do not give funds for purposes that are not U-M related.
- Travels on a program/trip that is managed or organized by a U-M staff or faculty member. "Managed or organized" means a U-M faculty or staff member was involved in creating and approving the experience and in presenting it to participants, or the U-M coordinates the applications and selection of participants.
- Travels on a program/trip organized by a Sponsored Student Organization or a program/trip that is sanctioned by a U-M unit as a sponsored event.

- Participates in an international experience that is necessary to achieve a degree requirement. This could include experiences such as degree milestones, doctoral field research, practica, internships, etc.

Health Insurance Coverage and Political/Natural Disaster (P/ND) Evacuation Support

HTH Business Plan

Staff or faculty on UMRT are covered under the HTH/GeoBlue Business Plan and have P/ND evacuation support. They are subject to the International Travel SPG. They must register their travel to be in compliance.

Note: The insurance is provided through the U-M blanket policy at no additional charge. Note: Students in education abroad program leadership roles (paid or unpaid) and graduate students on GSRA, GSI and GSSA appointments must enroll in the Education Plan (below), rather than the Business Plan.

HTH Educational Plan

Participants on UMRT must enroll in the HTH/GeoBlue health insurance “Study Abroad” plan, and will have P/ND evacuation support. They are subject to the International Travel SPG. They must register their travel and respect warning and restriction destination requirements to be in compliance. Note: the insurance must be bought for each participant; individual participants might pay for this, or units can cover the cost.

Note: Students in education abroad program leadership roles (paid or unpaid) and graduate students on GSRA, GSI and GSSA appointments must enroll in this HTH Educational Plan.

HTH Personal/Leisure Plan

Faculty, staff and active U-M students on international travel can purchase the HTH/GeoBlue “personal/leisure” plan, and when they do so, P/ND evacuation support will be available to them, provided they also register their travel.

Note that this plan is not available to a wider set of “Participants.”

Note: Political and Natural Disaster (P/ND) evacuation support has limitations. The provider identifies some areas as excluded and may require pre-approval of travel in certain areas. These restrictions and exclusions change from time to time. Pre-approval will not be sought for personal/leisure travel, so personal/leisure travel to exception destinations is without evacuation support from the U-M. See the U-M travel warning and restriction list for more information.

Examples of traveler situations and UMRT status:

1. *A faculty member traveling to a professional conference is on UMRT.* She is traveling within the context of her job responsibilities.
2. *A faculty member leading a group of students to Kenya.* The faculty member is on UMRT in a Faculty/Staff role, and the students are on UMRT in a participant role. The U-M has organized this travel.
3. *A history faculty member participating in an archeological dig.* She is traveling within the context of her job responsibilities, and is on UMRT.
4. *A UM doctoral student in African studies doing research at the Paris library.* This student is traveling in a Participant role on UMRT. She must register and must have HTH insurance (either purchased herself under the U-M plan, or paid for by her academic unit).
5. *A U-M faculty member on a mission trip as part of their social or faith-based organization.* This traveler is not on UMRT. They are not traveling within the context of their job. He should be encouraged to register his travel and to purchase the HTH Personal/Leisure plan.
6. *An engineering faculty member participating on an paleontological dig for pleasure.* This traveler is not on UMRT. They are not traveling within the context of their job. He should be encouraged to register his travel and to purchase the HTH Personal/Leisure plan. Note: if their purpose for traveling to the dig were to explore a new research collaboration with the paleontologists, then this could become UMRT.
7. *A U-M student participates in an internship arranged by the LSA international internship coordinator.* The U-M organizes and manages this program and selects participants. This is UMRT and the student is in a Participant role.
8. *A U-M student participates in an internship that was posted in the Career Center by BMW in Berlin.* The U-M does not manage this program and has no role in selecting or matching the student to the internship. This is not UMRT. The student should be encouraged to register his travel and to purchase the HTH Personal/Leisure plan.
9. *An LSA student on an intensive language program in Japan provided thru MSU but coordinated at the U-M by CGIS and found in M-Compass.* The U-M is managing this program, accepting and reviewing applications, and selecting participants. This is UMRT.
10. *A CoE student on an IES program with Somewhere U as the university of record.* This student is not on UMRT. (Unless the U-M is managing applications for IES or otherwise is involved in the management of the program.)
11. *A Law School alum on a post-graduate experience abroad with financial support from the Law School.* This is UMRT because as good stewards of U-M resources we do not give U-M funds for non-U-M related purposes.
12. *A recent graduate on a Bonderman scholarship.* This is UMRT. CGIS manages this program, including advertising, receiving applications, selecting applicants, providing

pre-departure orientation, etc. Also as good stewards of U-M resources we do not give U-M managed funds for non-UM related purposes.