DOMESTIC TRAVEL
October 2011

Trip Coordinators/Advisors

Be sure to review the following information found on the intranet under Administrative and Financial Services:

- Travel – General
- Summary of Travel Insurance and Student Accident Insurance and Student Athletic Accident Insurance Plans under EIJA

Eligibility/Coverage

There is no medical or accident/injury coverage for employees or students while on domestic travel.

Domestic travel includes anywhere in the U.S., its territories and possessions and Canada. This includes Hawaii and Puerto Rico.

Travelers should have personal insurance.

Claims would be filed with personal insurance.

If a college employee is injured while in the course of his/her employment, the employee should contact the Human Resources Department regarding Workers’ Compensation.

Waiver of Liability

A domestic waiver of liability form supplied by our insurance carrier releases the College from liability in case of accident/injury/etc while traveling and is required by certain domestic travelers further identified below.

Waivers must contain information particular to the travel plan and should include a statement stressing expected behavior while traveling.

Waivers should be reviewed by Administrative and Financial Services before issuing them for signature.

Approved waivers to be completed by each traveler as identified below.

Domestic waivers ARE required by the following individuals:

- All Albright students and non-employees on overnight travel.
- All non-Albright students and non-employees on day trips.

Domestic waivers are NOT required by the following individuals:

- Employees
- Albright students on day trips

Anyone traveling under the age of 18 years of age must have the signature of the parent or legal guardian.

If a student elects not to sign a waiver, he/she is not allowed on the trip, nor is he/she allowed to travel by him/herself and meet the group at the destination.
Completed forms should be sent to Administrative and Financial Services two weeks prior to the trip.

Advisors should take copies of waivers with them for individual medical information.

Waivers can be found on the intranet under Administrative and Financial Services.

Athletic programs may require both a domestic travel waiver and an athletic waiver.

- Be sure to review the Summary of Travel Insurance and Student Accident Insurance and Student Athletic Accident Insurance Plans under EIIA found on the intranet under Administrative and Financial Services.
- Visit www.eiia.org/albright for details about Student Accident and Student Athletic Accident Plans.

Claims

Claims should be filed with personal insurance carriers.

College employees injured while in the course of his/her employment should report those injuries to Human Resources.

Other

Direct questions regarding this policy and/or procedure to your faculty or department secretary, Divisional Vice President, the Controller at extension 7748, the Assistant Controller in Accounts Payable at extension 7767, or Administrative and Financial Services at extension 7277.