FOREIGN TRAVEL WAIVER FORMAT INSTRUCTION

Waiver of Liability form supplied by our insurance carrier must be reviewed and completed by all travelers in the college-sponsored foreign travel.

*Please note that there are several items that you will need to insert into the document. The form must be reviewed by Administrative and Financial Services prior to distribution for signature. Waiver should be completed as follows:

*Title
   Insert Name of Program
   Insert location of travel

*First paragraph
   Insert name of Traveler
   Insert name of program
   Insert location of program
   Insert dates of program (from/to)

*Rules and Requirements:
   Specify policies and procedures/rules to be followed – either within the body of the waiver or by attaching an outline.

*Informed Consent
   Specify location / 8 times

*Assumption of Risk
   Specify location / 2 times

*Upon insertion of this information, return a copy to Administrative and Financial Services for review prior to distribution to travelers.

Upon approval of Administrative and Financial Services, distribute waivers to all travelers for review and completion as follows:

Name of traveler should be inserted on every page.

Personal Belongings
Be sure to point out that the College is not responsible for loss of personal belongings or property as outlined. To be initialed.
FOREIGN TRAVEL WAIVER FORMAT INSTRUCTION

Personal Medical Insurance (Initial One)

First Paragraph:
To be initiated by Albright employees, students, volunteers/chaperones and alumni who are volunteers/chaperones. These travelers are covered by Albright insurance. A copy of the coverage can be found at www.eia.org/foreignassist. Be sure to point out that this policy does not guarantee that all medical expenses will be covered. It would be prudent to have personal coverage.

Second Paragraph:
To be initiated by travelers who do not fall into any of the categories above. Those individuals will need to submit along with the signed waiver proof of medical coverage as outlined in the Waiver.

Medical Consent (Initial One)
Traveler needs to indicate whether they do or do not authorize and consent to medical services.

Signatures
All travelers must sign the waiver.
Any travelers under age 18 must have the signature of the Parent or Legal Guardian.
The College official responsible for travel, needs to sign the waivers.

Completed Waivers
Completed waivers should be submitted to Administrative and Financial Services at least two weeks prior to the trip.

Upon receipt of the signed Waivers, EIIA travel brochures will be issued to advisors for distribution to each traveler. The brochure contains an ID card and loyalty tags for each traveler to carry with him/her while traveling. The ID card provides basic information about how to access products and services. Two loyalty tags with emergency phone numbers are issued, one for the traveler and one to leave at home with family members. There is a bar code on the brochure that can be read by many Smartphones which will access the EIIA website while traveling.

Advisors may want to take copies of waivers with them for individual medical information provided on the waiver.

Other
Be sure your department secretary and/or Divisional Vice President has a full itinerary with contact information should anyone need to be in contact with you.

Be sure to file a Trip Registration Form with Public Safety. Form can be found on the intranet under Administrative and Financial Services.

If you have any questions, contact Rita Graczyk in Administrative and Financial Services at rgraczyk@alb.edu or extension 7277.