

# TRAVEL INSURANCE (Extract from FIN17 Insurance - Travel)

## General

The University has automatic travel insurance cover for employees and students. This policy provides cover for employees travelling overseas on official University business and students who travel overseas as part of their UWE course.

Employees are defined as persons with a contract of employment with the University. Our Insurers have confirmed that the cover will also apply to external examiners if travelling on University business and being paid by the University for their services. However it will NOT apply to other persons who are sub-contracting their services to the University.

**The policy does NOT include cover for any accompanying spouse or children, or for any holidays undertaken before, during or after the trip.** You will need to arrange your own private travel insurance for accompanying spouse or children and for holidays undertaken as part of the travel.

### (a) How to arrange cover

Cover is automatic for UWE staff and students who travel overseas on designated University activities. There is no requirement to complete a proposal form or pay a premium.

### (b) Summary of insurance cover and pre travel advice

Please click on the following link: [Travel insurance for UWE Bristol employees and students \(PDF\)](#).

### (c) How to make claims

Claim forms can be accessed via the Commercial Services (Insurance) web page or via the following link: <https://umal.co.uk/travel-hub/travel-claims-forms/>. Students will be expected to settle their own claims directly with Insurers. However, you may contact the Insurance Manager on ext. 82607 for advice. The contact number for the insurers, U.M. Association Ltd, is 0207 847 8670.

### (d) The Global Risk Manager and Global Response Security, Incident and Medical Support Service

This support service is provided as part of the travel cover to assist travellers caught up in any security or other major incidents whilst overseas on University business. Please see the following link for further details: [Travel insurance for UWE Bristol employees and students \(PDF\)](#).

Before travelling staff and students can download the **GlobalRiskManager** app for travel advice, security information and to receive alerts for any incidents occurring in the destination country or region. Register online first with your UWE email address by visiting the online platform where the same information as on the app can be accessed: <https://www.drum-cussac.net/login?next=/>. Alerts can be configured by country, proximity, severity and/or category to ensure that the alerts required are received. Travel to a destination that has been given a "High" or "Extreme" rating should normally be avoided, cancelled or deferred. If such trips are essential then travel to "high" risk areas must be approved by the Dean/Head of Service. All travel to "extreme" risk areas must be approved by the VC.

In the event of an emergency whilst travelling, Global Response can be contacted for advice and assistance. This service is operated by a team of multi-lingual coordinators at Global Response in the UK, who can be contacted 24 hours a day, 365 days a year. Global Response will assist with requirements and decide on the most appropriate course of action to help with an emergency. The contact details are:

**Tel:** :+44 (0)2920 662425

**E-mail:** UMAL@global-response.co.uk

**Reference:** UMAL/068