

## **North Dakota State University International Travel Insurance**

The North Dakota Risk Management Division in Bismarck purchases a Foreign Travel Liability Policy from ACE American Insurance Company for all state employees who travel on state business to foreign countries. This policy offers a wide range of protection for travel abroad. Risk Management requests that you visit the insurance carrier's site for further travel information on how to contact them if you need medical, personal, travel, or security assistance.

In addition, we urge you to register your travel with the US State Department at <https://travelregistration.state.gov/ibrs/home.asp?rn=270518> . Situations like the 2004 Southeast Asian tsunami and the 2006 Israel-Lebanon conflict demonstrate the importance of State Department registry. Also, as a result of your registration, you will be able to receive emergency information from the relevant Embassy or Consulate via e-mail. The State Department will have a Consular Information Sheet for your destination. This information can be found at [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html). We also recommend that you review the Country Background notes available at <http://www.state.gov/r/pa/ei/bgn/>.

After reviewing the information, should you have any questions about health, safety, or security abroad, please do not hesitate to contact Risk Management at 701-328-7584.

### **Executive Assistance Services – Including Repatriation**

<http://www.aceadvantage.com/AceinaRoot/ACEAdvantage/Products+and+Services/Service+Executive+Assistance+Services+including+Repatriation.htm>

### **Commercial General Liability**

<http://www.aceadvantage.com/AceinaRoot/ACEAdvantage/Products+and+Services/Coverage+Commercial+General+Liability.htm>

### **International Advantage Accidental Death and Dismemberment and Medical - Employee**

<http://www.aceadvantage.com/AceinaRoot/ACEAdvantage/Products+and+Services/Coverage+International+ADampD+and+Medical++Employee.htm>

### **Commercial Auto Liability**

<http://www.aceadvantage.com/AceinaRoot/ACEAdvantage/Products+and+Services/Coverage+Commercial+Auto+Liability.htm>

### **How to File a Claim with ACE American Insurance Company**

<http://www.aceadvantage.com/AceinaRoot/ACEAdvantage/How+To+File+A+Claim.htm>

When you call, please be prepared with the following information:

1. Name of caller, phone no., fax no., relationship to patient;
2. Patient's name, age, sex and policy number (PHFD36755817);
3. A description of the patient's condition;
4. Name, location, and telephone number of the hospital

5. Name, location, and telephone numbers for the treating doctor; where and when the doctor can be reached;
6. Health insurance information, worker's compensation, or automobile insurance information if the patient had an accident.

### **Claims Scenarios**

<http://www.aceadvantage.com/AceinaRoot/ACEAdvantage/Commercial+Needs+and+Claims+Scenarios/Claim+Scenarios.htm>

### **Attention: How to Report Injuries to University Police & Safety Office**

Should you have an incident regarding medical, personal, travel or security while on your travels, fill out an Incident Reporting Form immediately or within 24 hours and have your supervisor fill out an Incident Investigation Form. These forms can be found on the University Police & Safety Office web site:

[http://www.ndsu.edu/ndsu/police\\_safety/safety/Forms/INCIDENTForm.pdf](http://www.ndsu.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf).

### **Security Information:**

**Control Risks Group Security Service** - <http://www.citybrief.com/Logon.aspx?ReturnUrl=%2f> or call +44.207.939.8818 (not for medical emergencies).

As an International Advantage customer, travelers have 24-hour access to on-line travel security briefings from Control Risks Group – **CityBrief**, a web-site providing detailed information on over 300 cities worldwide. Listed below are the instructions on how to access Control Risks:

1. Using the internet browser, type in the (URL) address for **CityBrief**
2. **USER ID:** ace1006409  
**Password:** 27m58  
Hit: "Continue"
3. Once you have access, the **CityBrief** home page will appear. You can select a city using the drop-down menu and print by selecting the print function on your browser.

Note: Your connection will time out after 20 minutes of inactivity on the site. If you wish to access **CityBrief** again after being timed out, this will count toward the state's 50-hit maximum for the policy year.

If you have technical questions or trouble accessing this site, please call Canada 1.202.449.3330 (call collect) or USA 1.800.766.8206 between 9:00 a.m. and 5:30 p.m. Eastern time and state that you are an ACE USA policyholder.

### **CR24 – Immediate Advice 24 Hours per Day**

If you have any questions or need more information than is provided on **CityBrief**, you may contact the Control Risks CR24 Center. A team of trained consultants will be available to provide you with general security information via your CR24 security number. This number is +44-207-939-8818 or e-mail to [cr24@control-risks.com](mailto:cr24@control-risks.com).

CR24 is also available to clients seeking urgent advice for management, specific security advice for individual employees caught in a security incident, crisis management advice, and deputizing

for a security manager in his absence. These services are available at a billable fee agreed upon by you.

**Other links on security and additional information:**

**ND Risk Management Travel Abroad Assistance:** <http://www.nd.gov/risk/travel/>

**State Department website:** [www.state.gov](http://www.state.gov)

**Center for Disease Control:** <http://www.cdc.gov/> or [www.cdc.gov/travel/](http://www.cdc.gov/travel/)

**World Health Organization:** [www.who.int/](http://www.who.int/)

**Country Information:** [www.isn-inc.com/html/country\\_information.html](http://www.isn-inc.com/html/country_information.html)

**Treasury Department website:** [www.treas.gov/ofac/](http://www.treas.gov/ofac/) (Sanctioned country listing)

**Social Security in other Countries website:** [www.ssa.gov/international/links.html](http://www.ssa.gov/international/links.html)

This page provides users with links to the Social Security agencies of other countries and related international organizations.

**Currency Exchange rates:** [www.x-rates.com](http://www.x-rates.com)

The given values on this site are gathered from the Federal Reserve Bank of New York, representing the 12 noon buying rates and the International Monetary Fund, according to their availability.

**\*\*International compensable work related injuries will be reviewed and covered by North Dakota Workers Compensation.**

**\*\*If renting a vehicle for University use in a foreign country (including Canada and Mexico), liability coverage offered by the car rental agency MUST BE PURCHASED.**