

International Travel Health Insurance Benefits

The university provides international health care benefits to employees who are traveling on official Carnegie Mellon business.

This coverage is provided through Aetna's Global Benefits World Traveler program, and includes such provisions as:

- Emergency medical, evacuation and repatriation services
- Medical information, records and physician assistance
- Travel and personal assistance [+1-1-877-301-5042 / 1-813-775-0190 (US only-collect)]
- Personal security assistance
- Online information resources (www.aetnaglobalbenefits.com/)

Business Travel Guidelines

International Travel Health Care Insurance is provided to employees who are traveling on behalf of Carnegie Mellon on official university business. Personal recreation or general personal/professional development are not considered work on behalf of Carnegie Mellon. Some examples of covered travel include:

- Going to Qatar to work on a project on the Carnegie Mellon Qatar campus.
- Negotiating a contract or work agreement on behalf of Carnegie Mellon.
- Presenting at a conference as a Carnegie Mellon representative.
- Working on a joint-university collaboration with another institution.

Your domestic health insurance may provide some coverage/services during an international trip. Please contact your insurance carrier to learn more about their coverage provisions

On a voluntary basis, prior to your departure or within 7 business days after you return from your trip, please contact the Benefits Office at HRhelp@andrew.cmu.edu or 412-268-4747 to inform them of your dates of travel. Your cooperation in this matter will help them estimate days we are providing coverage for our employees.

By accepting the Aetna Global Benefits World Traveler card you are acknowledging the following responsibility:

You understand that your travel must be for official Carnegie Mellon business in order to receive business travel life insurance and international travel health insurance. You also understand that your monthly premiums for any domestic health insurance plan in which you are enrolled through Carnegie Mellon will continue to be deducted from your pay during your international trip.

If you have any questions about whether the nature of your travel meets our guidelines, please contact the Benefits Office at HRhelp@andrew.cmu.edu or 412-268-4747.