

# **Frequently Asked Questions Regarding Purdue's International Insurance**

## **1. How do I sign-up for international insurance for my business/class trip?**

- a. If you have already submitted your travel requested in the Concur travel system (prior to your travel) Risk Management will be notified within 24-48 hours of your upcoming international travel.
- b. For students studying abroad, an RM23 should be completed by the department and sent to Risk Management for processing.
- c. In the event of not having access to Concur, requests can be submitted to the Risk Management Department via fax, 765-496-1338, using the Form 17.
- d. RLA forms can be faxed to the Risk Management Department, 765-496-1338, at the same time it is sent to HR for processing.
- e. It is important that all travel forms be submitted to Risk Management at least 1-2 weeks prior to departure to ensure appropriate coverage.
- f. All travelers (students, employees, & volunteers) must register for this mandatory coverage if traveling for/on behalf of the University.

## **2. Is my personal travel or vacation covered by Purdue's international insurance?**

- a. No, but you can contact our international insurance provider to sign-up & purchase your own personal leisure travel insurance.
  - i. <https://www.gallagherstudent.com/products/leisure-travel-insurance/>
  - ii. You can pick a plan for your vacation needs, enroll online, and pay online.
- b. You can contact the Purdue HR Benefits Dept to find additional information about what Purdue's regular health insurance plans provide for their employees.
  - i. 765-494-2222 or [hr@purdue.edu](mailto:hr@purdue.edu)

## **3. How do I sign-up family members?**

- a. Coverage for your traveling spouse or domestic partner and dependent children under the age of 19 are provided the same coverage as the covered participant, at no additional cost. Please contact Lois High via email at [Lehigh@purdue.edu](mailto:Lehigh@purdue.edu) to sign them up for this insurance coverage.
- b. You will need to provide the family member's full name, their relationship to you, their date of birth, and what trip this is for (country & dates of travel).

## **4. How do I get proof of insurance for a visa application?**

- a. If you will need to apply for a Visa for your upcoming international travel please contact Lois High [Lehigh@purdue.edu](mailto:Lehigh@purdue.edu) at least 3 days prior to your appointment at the Embassy for a Consulate Letter showing proof of insurance.

## **5. How do I file an international health claim?**

- a. If you need to submit a claim for medical services rendered while overseas, traveling for Purdue business or on a Purdue study abroad program, please contact [Health Special Risk, Inc.](#)

## **6. Where can I access my insurance card and other plan information?**

- a. Your insurance card and brochure will be e-mailed to you from the system 14 days prior to your departure after your request has been submitted in Concur or after you have submitted the Form RM23.
- b. If you do not receive a card 3 days prior to your departure, please contact Lois High at 765-494-7695 or email at [Lehigh@purdue.edu](mailto:Lehigh@purdue.edu).
- c. Blanket ID card and other plan information for all travelers can be printed by accessing the following link: <http://www.gallagherstudent.com/purdue>. This will take you to the My Benefits and Plan Information page. This page allows you to access the plan brochure, FAQ and printable ID card for the International Travel plan.