

August 8, 2008

TO: Deans, Directors and Administrative Officers

SUBJECT: Travel Insurance Benefits for Faculty, Staff, & Students

Upgraded travel insurance benefits have been added by UCOP for faculty, staff, and students. These benefits are in effect while traveling internationally or out of state on University business or for activities sponsored by the University.

The benefits, which are provided at NO COST, include Emergency Medical Evacuation, Security Extraction, Travel Assistance, Repatriation of Remains, and Personal Effects in addition to the standard Accidental Death and Dismemberment coverage. The new coverage eliminates the need to purchase a separate trip insurance policy. Additionally, the benefits extend to spouses, domestic partners, and travel companions while accompanying the faculty, staff or student as personal travelers.

It is recommended that out of state and international travelers register their trip online at the following website prior to the travel:

<http://www.uctrips-insurance.org/>

Upon registration, a certificate with important insurance contact information will be issued that can be taken on your trip. Registration is not only important to insure the health and safety of those traveling, it also helps to provide underwriting information to the insurance carrier to keep this benefit in place. In the near future, when making travel arrangements through UC Travel, your trip information and insurance registration will automatically be transmitted for you.

Please contact Dean Malilay, Director – Insurance & Risk Management at (310) 794-8013 dmalilay@irm.ucla.edu or Belinda Borden, Travel Sales Manager – UCLA Travel Center at (310) 206-6060 bborden@finance.ucla.edu if you have any immediate questions about the travel insurance benefits.

Sincerely,

Dean Malilay
Director
Insurance & Risk Management

Belinda Borden
Travel Sales Manager
UC Travel