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Name:	Travel – Emergency Travel Insurance
Policy Number:	4-3008
Origin:	Financial Services
Approved:	1 April 1992
Issuing Authority:	Senior Director, Financial Services
Responsibility:	Manager, Procure to Pay Services
Effective Date	2019-OCT-21
Revision Date(s):	1993-MAR-01, 2007-SEP-01, 2010-JUL-01 2011-JUL-01, 2019-OCT-21

When an employee (traveller) is not a member of an Emergency Travel Insurance Plan provided by either the University or SMUFU, please arrange for coverage, equivalent to that of full-time employees prior to departure for travel outside of Canada. The cost of this coverage is a legitimate University travel expense and must be supported by a premium receipt indicating amount paid and period covered. Details of the coverage for full-time employees can be found at the following link: <https://smu.ca/about/emergency-travel-insurance.html>

The employee is cautioned to ensure that they have proper emergency travel insurance coverage, equivalent to that of full-time employees and related documentation prior to travelling outside of Canada. Please consult the following websites to determine if you are covered by an existing plan:

- Full Time Faculty and Professional Librarians <http://www.smufu.org/>
- All other full-time employees <https://smu.ca/about/emergency-travel-insurance.html>

The University recommends registering with the International Activities Office prior to travelling internationally. Visit <https://smu.ca/international/travel-abroad-registration-system.html> for details on how to register.