

University of Kentucky International Travel Guide



Travel Services
(859) 257-4758

travelservices@uky.edu

<https://ufs.uky.edu/travel-services>

International Center
(859) 218-4961

<https://international.uky.edu/ihss>

This guide provides an overview of policies for employees traveling internationally for UK business. For the complete travel policy please see [BPM E-5-1](#). For more information on Travel Services, please visit the [Travel Services website](#).

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INTERNATIONAL TRAVEL

International travel is considered any travel outside of the 50 U.S. States, including travel to Canada and U.S. territories.

Traveler's Responsibilities:

- Obtain supervisor and business officer approval prior to incurring travel expenses
- Disclose plans for combining business and personal travel
- Adhere to University [travel policy](#)
- Ensure travel expenses are reasonable and necessary
- Approve travel expense report in Concur within 60 days from last date of travel

UK Travel Vendors:

University business travelers traveling internationally are **required to** book their airfare through a UK travel vendor.

- In rare circumstances, travelers may find cheaper international airfare through an alternate vendor. If there are significant savings by booking through an alternate vendor, the department should submit a request for exception to business procedures form prior to purchasing the ticket. The request should include documentation showing the price difference. Travel Services will review and approve if the savings are significant.

The University has three contracted travel vendors

- **AAA Corporate Travel Services**
 - (800) 354-4514
 - Corporatetravel@aca.aaa.com or International@aca.aaa.com
- **Avant Travel**
 - (859) 233-0000
- **Concur Online Booking Tool**
 - Can access through the Employee Self Service tab
 - Helpdesk: (877) 463-0543

International Travel Registry:

All international travelers are required to register their trip with the University's [International Travel Registry](#) before departure.

International activities that must be registered include, but are not limited to:

- Official University business
- Conference attendance/presentations
- Research
- Community service
- Sabbaticals

The International Travel Registry helps locate and assist our travelers in emergencies and facilitates coverage under [UK's international medical insurance and evacuation policy](#).

UK's International Medical Insurance and Evacuation Policy:

UK's international travel medical insurance is coordinated through International SOS. All travelers are encouraged to download

International SOS's [smart phone app](#) before departure. UK's insurance policy currently includes coverage in a variety of areas, including the following:

- Medical expenses, up to \$250,000
- Medical evacuation expenses, up to 100% of incurred costs
- Repatriation of remains, up to 100% of incurred costs
- Emergency Reunion benefits, up to \$12,500, for a family member to travel to you if you are hospitalized for more than 24 hours, or if you are a victim of a felonious assault
- Trip cancellation benefits, up to \$2,500 if you are prevented from taking a trip due to certain covered events
- Trip interruption benefits, up to \$2,500 if you must return home early due to certain covered events
- Trip delay benefits, up to \$2,500 if your trip is delayed for more than 12 hours due to certain covered events.
- 14 days of additional coverage, if you plan to use personal time immediately before or after a business trip

Insurance coverage is offered to full-time employees at no charge. This coverage extends to dependent children, spouses and domestic partners of UK employees or students who are traveling on the same trips.

Coverage is not available for employees or students who are traveling solely for personal reasons (e.g., vacations).

International Airfare:

International airfare is **required** to be booked through a UK travel vendor

Business class airfare is only allowable on flights that are 8 hours or more of uninterrupted flight service with supervisors' approval

Fly America Act Compliance

- If a university traveler is traveling on funds provided by the federal government, a U.S. flag carrier (an airline owned by an American company) must be flown, regardless of cost or convenience.
- Agents at AAA Corporate Travel and Avant Travel can help travelers ensure their flights are compliant with Fly America Act. In addition, Concur marks flights that are compliant when searching for flights.
- For more information on the Fly America Act, please visit [here](#).

Travel Dates:

Travel dates are based upon when University business starts and ends, the actual business location, and transportation schedules.

For international travel we allow the traveler to arrive at their business destination the day before business starts. In some cases, this may mean they leave their work location two days prior to business due to overnight flights and/or time zone differences. That would be allowable.

International Rental Cars:

Insurance on rental cars outside of the U.S., including Canada and U.S. territories is allowable and recommended

EXPENSES SPECIFIC TO INTERNATIONAL TRAVEL

Certain expenses unique to international travel are reimbursable, including:

- Visas
- Immunizations
 - For a traveler's destination recommended by the CDC

Passport expenses are not reimbursable.

EMERGENCIES ABROAD

If you are traveling internationally and there is an emergency, below is contact information:

International SOS Worldwide – (215) 935-3524

UK Police Department – (859) 257-8573

- The dispatcher will collect important information from you and relay it to a member of the International Center staff, who will call you back

U.S. Office of Overseas Citizen Services – (202) 501-4444

For the complete travel policy, please see [BPM E-5-1](#). For any travel questions please contact Travel Services at travelservices@uky.edu or (859) 257-4758