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**MEMORANDUM**

**TO:** Department Chairs  
**FROM:** Cammy R. Abernathy   
**SUBJECT:** Revision to Emergency Assistance Coverage Policy for International Travel

The College of Engineering Emergency Assistance Coverage Policy for International Travel has been revised to insure the proper assignment of the cost associated with this service. The following policy supersedes the previous policy announced in the Memorandum dated August 3, 2009. This revised policy is effective immediately.

Emergency Assistance Coverage Requirement for International Travel Any faculty, staff or students traveling internationally on business for the University of Florida must purchase MEDEX Emergency Assistance or similar coverage for the period while traveling internationally. Each department is responsible for insuring that all international travelers have this coverage. Payment for the cost of this service is restricted to department or faculty Returned Overhead Fund 211 Accounts for research related travel and State Appropriated E&G Fund 101 Accounts for academic related travel. International travel authorization requests should not be approved by departments without proof of this coverage.

If you have any questions regarding the COE policy, please contact Bill Heitman at 392-3941.

I:COE Policies/International Emergency Assistance Policy Rev A