

Emergency Travel Assistance Coverage for Faculty and Support Staff Employees

Frequently Asked Questions

I am travelling for approved KPU business. Do I need to purchase travel medical insurance?

All faculty and support staff (BCGEU) employees on preauthorized KPU business travel have emergency travel assistance coverage. Please note that this benefit is for KPU employees only. Dependents are not covered under this plan.

What do I need to do before travelling?

In order to be eligible for emergency travel assistance services, prior to departure, employees must contact their Health and Benefits Consultant (HBC) and provide, in writing, details of your business travel plans, including dates and destination (City/Country).

The following documents will be accepted as confirmation of approval:

Purpose of Travel	Document Required	Approved By
KPU business, including research grant related travel	Travel Authorization memo, letter or email	VP/AVP/Dean/Director
Support Staff BCGEU Professional Development (PD)	Application for BCGEU Education and Training PD form	PD Committee and Supervisor
Faculty PD	PD Application and PD Authorization and Payment form	PD Committee Chair and Dean
0.6% Faculty PD	0.6% Faculty PD approval letter	Associate Vice President, Research

The HBC will provide a confirmation memo, including travel dates, and a copy of the Emergency Assistance Travel brochure.

Who is my HBC?

Human Resource Services – Division of Responsibilities Employee Services
<http://www.kpu.ca/hr/contact>

What is covered under KPU’s emergency travel assistance plan?

Details of coverage under the plan including expenditure limits are outlined in the brochure located on the Health and Benefits SharePoint site (provide link). Prior to commencing business travel, it is the responsibility of the traveler to ensure the adequacy of their health insurance coverage, based upon their unique and individual circumstances and eligibility. It is recommended that employees carefully review the emergency travel assistance brochure as it contains provisions that may limit or exclude coverage.

Are there any eligibility requirements?

In order to be eligible under this policy you must maintain your government health insurance plan (MSP). Please contact [MSP](#) if you will be out of the country for 6 months or more in a calendar year. You will need to receive confirmation from them that your MSP coverage will remain in effect for the duration of your absence. They will need to know where you are going, your departure and return dates.

When travelling what documents will I need?

It is important that you carry a copy of the confirmation memo and brochure with you while travelling so that you have the contact information easily at hand.

I am planning to extend my travel beyond the dates required for business purposes. Will I be covered if I decide to add vacation days to my business travel plans?

The emergency travel assistance coverage is for business travel only and you will need to purchase individual travel insurance for the additional travel days. This is available through Manulife, our group insurance provider. Employees are not required to purchase travel insurance through Manulife and may elect to utilize another insurer.

What countries are covered under this plan?

To determine if the countries that you are travelling have any restrictions you can call Allianz Global Assistance through Manulife at 1-800-265-9977. The Department of Foreign Affairs and International Trade will provide you with a list of all countries that are currently affected by restrictions.

Am I responsible for the premium costs for the emergency travel assistance plan?

There is no cost to the employee for this benefit. However, if you purchase travel insurance for additional days, you are responsible for the cost.

I have additional questions, who do I contact?

For additional questions or to provide feedback about the FAQ document, contact us at kathy.nolan@kpu.ca.