

Paying for Immunizations and Medical Expenses for Business Travel

University Standards: STN-U5348.10E

Effective: September 14, 2021

Revised: September 28, 2023

Authority

[POL-U5348.10](#) Traveling for Official University Business Policy

See Also

[POL-U2105.01](#) Traveling Abroad for Educational Experiences - Policy
[PRO-U5348.10A](#) Requesting Travel Authorization for Employees - Procedure
[PRO-U5348.10B](#) Reporting and Reconciling Travel Expenses and Advances - Procedure
[POL-U5950.10](#) Providing Workers' Compensation and Transitional Return-to-Work - Policy

Policy Owner

Policy Owner: Director of Business Services/Chief Procurement Officer

Responsible Dept: Travel Services

Purpose of Standards

Western is committed to employee health and safety while engaged in University business abroad. These standards outline the circumstances under which the University will pay for employee immunizations and other medical expenses required for official business travel.

Required Standards

1. Traveler Must Obtain a Travel Authorization First

Employees wishing to seek University reimbursement for travel related immunizations or other medical expenses must obtain a travel authorization prior to incurring such costs. Travel authorizations must be obtained by following the procedures for *Requesting Travel Authorization for Employees* ([PRO-U5348.10A](#)).

2. Immunizations and Medical Expenses Must be Recommended

Immunizations and medical related expenses must be recommended by either the University, [the Centers for Disease Control and Prevention \(CDC\)](#), or other medical provider for the employee's health and safety during University business travel.

Travelers will maintain appropriate health insurance coverage during travel outside the

U.S. including, but not limited to, coverage for medical expenses, medical evacuation, repatriation, disaster and security evacuation, accidental death and dismemberment, and emergency assistance services. Education Abroad and Risk Management determine recommended coverage and limits.

Employee travelers should consult with the University's Education Abroad Office regarding appropriate health insurance coverage during travel outside of the U.S. Travelers are personally responsible for optional trip insurance costs such as cancellation, interruption and/or trip delay and personal effects insurance.

Employees who are injured or become ill during the course or as a result of University business travel are to submit an WWU [Incident Report Form](#). Questions about Worker's Compensation eligibility are to be directed to Western's [Environmental Health and Safety Office](#).

3. Traveler Must First Seek Reimbursement Through Existing Personal Health Insurance

If any portion of the recommended vaccines, preventive medicine, and testing is not covered by the traveler's personal health insurance, the traveler may submit a reimbursement request from the University in accordance with the *Reporting and Reconciling Travel Expenses and Advances Procedures* ([PRO-U5348.10B](#)).

When submitting the travel reimbursement request, the traveler must:

- a) Provide documentation of non-coverage by their health insurance provider, such as an explanation of benefits, and
- b) State (attest) in the comments that that the medical costs were recommended by the University, the CDC or other medical provider for the approved travel abroad.