TRAVEL INSURANCE BENEFITS

Those traveling on University business are covered by travel insurance.

Remember to register your travel. Accurate information on travel plans is needed in order to deliver the services and protections the travel insurance policy offers.

Travel Assistance Services Include:

• Emergency Medical Services
• Emergency Travel Services
• Travel Alerts and Advisories while traveling.
• Security Evacuation Services

IF YOU NEED ASSISTANCE WHILE TRAVELING, CONTACT:

UHC Global Assistance
1-410-453-6330 (From outside the U.S.)
1-800-527-0218 (From U.S. and Canada)
Please reference your policy number and UHCG ID number when making a call.

Faculty and Staff Business Travel Accident
ADD N04223810 - UHCG ID Number 363381

Student Off-Campus Accident
ADD N04223822 - UHCG ID Number 363391

Education Abroad Program (EAP)
ADD N04834823 - UHCG ID Number 362881

REMEMBER TO REGISTER YOUR UNIVERSITY TRAVEL WHEN GOING OUT-OF-STATE OR OVERSEAS

UC TRAVEL INSURANCE AND SECURITY PROGRAM

Questions? Contact Insurance and Risk Management by phone: (310) 794-6948
or by email: info@irm.ucla.edu
https://www.irm.ucla.edu/travel-insurance

FOR YOUR SAFETY

When you travel far, we need to know where you are.
Be sure to register your University Travel
https://www.irm.ucla.edu/travel-insurance
Register Your Travel

IT’S HARD TO HELP YOU, IF WE CAN’T FIND YOU

**STEP 1: REGISTER YOUR TRIP**

Trip registration is required each time you travel on University business off-campus (>100 miles) or internationally. It’s helpful to use the same email address each time you register your travel.

- If you book your travel through the UC Travel Center: Your travel itinerary will automatically be registered with iJET/Worldcue.
- If you did not book your travel through the UC Travel Center: Register your travel through Away https://ehs.ucop.edu/away

**NOTE:** If you use the Away site to register travel for someone else, be sure to ENTER THE TRAVELER’S CONTACT INFORMATION (NOT YOUR OWN) so that the person traveling can receive timely alerts from iJET while traveling.

**STEP 2: WELCOME EMAIL**

After registering your travel, check your email for a “welcome email” from iJET/Worldcue.

Be sure to click this link to activate your account.

TRAVEL ALERT LISTSERV: If you manage travel in your department, please join our travel listserv for announcements that may affect those in your department by emailing: info@irm.ucla.edu

**STEP 3: UPDATE YOUR EMERGENCY CONTACT INFORMATION**

After you activate your account with Worldcue/iJET, complete your profile by updating your emergency contact information https://traveler.worldcue.com. The failure to enter this information may result in communication delays or difficulties in the event of an emergency.

Questions? Contact Insurance and Risk Management by phone: (310) 794-6948 or by email: info@irm.ucla.edu
https://www.irm.ucla.edu/travel-insurance