

Required Procedures for International Travel

When planning International travel for Montana Tech sponsored activities, there are required steps that need to be taken at least 30 days BEFORE travel begins. Please contact Kelsey Kerbs at 496-4376 to schedule a meeting to go over the following:

- 1.) Discuss travel costs and funding sources for:

Airfare

Lodging

Meals- if advances are needed

Ground transportation

Conference Registration (if needed)

Travel insurance (required)

All students traveling abroad for any university-related activities are required to purchase international insurance coverage from GeoBlue Worldwide Insurance Services except if their program requires them to enroll in a specific comparable insurance policy. Faculty and staff not covered by MUS benefits must purchase international insurance coverage from GeoBlue Worldwide Insurance Services. This policy includes coverage for medical expenses, as well as coverage for medical, political, security, and natural disaster evacuation. Please view the complete [policy description](#) online. The cost is **\$12.55/week**.

Students participating in any other Montana Tech-sponsored activities abroad (research, internships, practicum, non-Montana Tech sponsored study abroad programs, student teaching, community or university service, conferences, or travel by registered student organizations, club sports, or varsity athletic teams) are required to enroll in the GeoBlue policy. Note that Montana Tech-sponsored activities can include both credit and noncredit-bearing activities and any activity receiving Montana Tech financial support. To enroll, please complete your [travel registration](#). Then contact either Kelsey Kerbs (4376) or Marissa Bentley (4377) to complete the GeoBlue registration, submit payment and verify coverage dates. If your program requires you to enroll in an insurance policy that you believe is comparable to GeoBlue's policy, please contact studyabroad@umontana.edu or 243-2278.

- 2.) International Travel Registry (required):
Visit the following web site and register your travel at least 30 days before travel begins.
<http://www.umt.edu/global-engagement/education-abroad/faculty-resources/travel-registry/default.php>
This site has International security and sickness warnings that need to be given consideration and approval from the International Travel Committee is needed.
- 3.) Meet with Purchasing and Accounts Payable to purchase GeoBlue travel insurance and get certificates of insurance.
- 4.) Submit Travel Authorization forms and Emergency Contact lists to Accounts Payable.