

TRAVEL Risk Planning – Guidelines from Risk Management

Travel is a special type of risk planning. The following is provided for your assistance. For additional help in travel RISK planning, feel free to contact Risk Management at (208) 885-7177. For international travel, contact the International Programs Office at (208) 885-8984. FISCAL questions about travel should be directed to Travel Management at (208) 885-5379.

Questions shown below are not all-inclusive, but are given as samples.

<p>OBJECTIVE</p> <ul style="list-style-type: none"> • WHY? 	<p>What is the objective of your travel? It may seem obvious, but it is critical to risk planning to determine your overall objective. (Your travel objective, should, of course, support the university’s overall strategic objectives.)</p>
<p>AUTHORIZATION</p>	<p>BEFORE YOU TRAVEL - document your authorization to travel as required by your unit: email, leave request, and/or web travel form. You are responsible reading, understanding, and following all university policies regarding travel. No one is authorized to disregard these policies. The policies are subject to change. This document is a guideline, but the actual policies will determine travel reimbursement and risk and insurance coverage.</p> <p>http://www.uihome.uidaho.edu/default.aspx?pid=85149 (Travel & Entertainment – several policies) http://www.uihome.uidaho.edu/default.aspx?pid=84318 (Vehicles) http://www.uihome.uidaho.edu/default.aspx?pid=84316 (Charter Aircraft) http://www.uihome.uidaho.edu/default.aspx?pid=84315 (Foreign Liability & travel assistance services)</p> <p>Additionally, there are websites that can provide additional information. See RESOURCES below.</p>
<p>ACTIVITIES</p>	<p>Once you’ve determined your travel objective, what activities are you choosing to help you reach that objective?</p>
<ul style="list-style-type: none"> • WHO 	<p>Students, staff, faculty? # of people going? Any minors? Supervision required? Experience level of group?</p>
<ul style="list-style-type: none"> • WHERE 	<p>ALL international travel MUST be referred to International Programs Office FILE YOUR ITINERARY with trusted staff who can assist if an emergency arises Itinerary? Rural or metro travel?</p>
<ul style="list-style-type: none"> • WHEN 	<p>Dates and duration of your travel Employees traveling more than six months or on sabbatical should REFER TO RISK.</p>
<ul style="list-style-type: none"> • WHAT 	<p>Types of activities?</p>
<ul style="list-style-type: none"> • HOW 	<p>Mode of transportation? (Vehicle? Air?) Lodging?</p>
	<p>Vehicle transportation - TIPS</p> <ul style="list-style-type: none"> • Vehicle coverage is determined by the TITLE of the vehicle. • UI vehicles have coverage through the State of Idaho’s program of risk and insurance. Coverage includes liability at \$500,000 and physical damage. The deductible is \$500 comprehensive and \$500 collision. BY STATE LAW, ADDITIONAL COVERAGE MAY NOT BE PURCHASED. Losses go against the university loss history. Drivers must be qualified to drive UI vehicles. See http://www.uihome.uidaho.edu/default.aspx?pid=84318 • Personal vehicles used for university business are subject to the limits of your personal policies, and losses will go against your personal history. • If you are authorized for university travel, rental vehicles WITHIN THE U.S. may be rented without purchasing

additional rental car coverage from the rental car agency. IMPORTANT EXCEPTIONS APPLY. ADDITIONAL INFORMATION WILL BE ADDED TO THIS GUIDELINE IN THE FUTURE. YOUR DIVISION OR UNIT MAY APPLY TO RISK FOR ADDITIONAL RISK TRAINING BY CONTACTING risk@uidaho.edu.

- Carry an “accident claims guide” with you if you travel in a UI or authorized rental vehicle. Apply to Risk.
- Learn about better fiscal options for rental cars at the travel management website. Rates and damage deductibles vary depending on how you rent the vehicles. Deductibles can vary from \$0 to \$500. See <http://www.uidaho.edu/controller/travel>

International travel – REFER TO IPO

While Risk has a travel assistance services policy available, you will want to compare it to others available. A good website is at insuremytrip.com or <http://www.insuremytrip.com/index.html>

These packages vary widely in types of coverages and pricing.

The risk and insurance program of the State of Idaho offers little international coverage for any traveler.

Registration of all travelers is a necessity for emergency and security management.

RISK LEVELS ?

Regarding these activities, **WHAT KEEPS YOU UP AT NIGHT?**

Types of activities? Low, moderate, high risk?

What is the probability of these risks occurring?

What is the impact on your objectives if this risk occurred?

Where would these risks fall on the chart below?

Green = Go but consider **controls** and **transfer**

Yellow = Proceed with caution (controls, resources, transfer)

Red = **Stop** and refer

Probability	High	Moderate injury	Rape Assault, battery Individual misconduct Need to evacuate an individual	Need to evacuate group due to: Medical Natural disaster Civic unrest
	Med	Problems with itinerary	Chaperone misconduct	
	Low	Minor injury Minor theft		
		Low	Med	High
		I m p a c t		

RISK CONTROLS	Regarding these activities, what controls are in place? <u>Are these controls effective?</u> Plans should be site-specific (i.e., rural v. metro)
RISK DECISION	AT THIS POINT, REGARDING OUR ACTIVITIES, DO WE CHOOSE TO MAKE ANY CHANGES? Can we make any activities safer by improving controls? We are going to keep the same OBJECTIVE. But we can modify our ACTIVITY to achieve the OBJECTIVE.
Trip Specific	What plans are in place to make sure itinerary and activities proceed? What are the backup plans?
<ul style="list-style-type: none"> • Safety • Emergency • Security 	Make and file plans prior to departure.
RISK TRANSFERS RESOURCES	Contracts must be signed by University Purchasing. Insurance & Risk must be reviewed by University Risk.
<ul style="list-style-type: none"> • Trip Specific 	Has this trip been asked to sign any kind of document? If so, refer to Purchasing.
<ul style="list-style-type: none"> • Contracts 	Does our group need to work with OSP, Purchasing or other units to support our planned activities?
<ul style="list-style-type: none"> • Insurance & Risk Mgmt 	Vehicle insurance Waivers Camp insurance
FISCAL PLANNING	Consult with Administrative Support in planning stages. Consult guidelines such as “Paying for travel”
COMPLIANCE	Is this trip subject to any compliance issues related to federal, state or local laws or regulations?
<ul style="list-style-type: none"> • Trip Specific 	
<ul style="list-style-type: none"> • Grants 	Reports
<ul style="list-style-type: none"> • International 	Visas
PRE-TRAVEL Forms	Travel Authorization? Web Travel Form?
TRAVEL INCIDENTS	If something happens during the trip, to whom do I report? Do I know how to escalate that report? <ul style="list-style-type: none"> • Follow pre-planned emergency plan • Incident Report
POST-TRAVEL Forms	<ul style="list-style-type: none"> • Complete web travel form • Complete any needed incident reports Complete any required grant reports
PROCESS IMPROVEMENT	What did I learn during this trip that would improve MY next trip, or the university’s travel process?