



Title: MEM-004 TRAVEL SECURITY POLICY: DOMESTIC AND INTERNATIONAL

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Division and Department: International Programs

Effective Date: June 1, 2011

Rationale:

To provide a policy on domestic and international travel for American College of Physicians (ACP)'s governance, members, and staff ("Travelers") consistent with the Department of Homeland Security, U.S. Department of State, and the Centers for Disease Control and Prevention travel advisories and/or warnings due to security and/or health-related issues.

Policy:

ACP Travelers as identified above are occasionally asked to travel on ACP business domestically and internationally to represent the ACP.

Examples of international representation include, United States chapter meetings, international chapter meetings (e.g., Venezuela Chapter of ACP), meetings of internal medicine organizations in countries where no ACP chapter exists (e.g., the Peru Society of Internal Medicine), and international internal medicine society meetings (e.g., International Society of Internal Medicine or European Federation of Internal Medicine).

There are inherent risks associated with travel that must be recognized by ACP and by the Traveler who is traveling on ACP business. Any travel on official ACP business by governance, members and staff is a voluntary undertaking. ACP recognizes that under certain circumstances, and for various reasons, governance, members, and staff may choose not to travel internationally on ACP business, due to security threats and health-related safety alerts, and ACP will respect this decision.

Insurances (All insurance coverages are subject to the terms and conditions of their specific Master policy. Any conflicts between this policy and the correlated Master policy, the Master policy will prevail)

ACP maintains a [Business Travel Accident Insurance policy](#) that covers Officers, Regents, Governors, Governors-elect, committee members, ACP Representatives, trustees, non-employees, and active employees traveling on behalf of ACP. Coverage includes, but is not limited to, accidental death & dismemberment and medical benefits based on the limits of the policy (hospital, physician services). Coverage is provided anywhere in the world subject to exceptions identified in the Master policy.

ACP's international travel insurance ([International Protection Program](#)) includes, but is not limited to, accidental death & dismemberment, medical expense, kidnap and extortion, and executive assistance (e.g., travel and security assistance in the event a covered person becomes injured or ill while traveling on ACP business). Coverage is provided anywhere in the world except for the United States, its territories and possessions, Puerto Rico and countries that are the subject of trade or economic sanctions by the U.S.

Coverage details are contained in each Master policy; however, a few important exclusions are listed below:

- Covered persons must be traveling on the business of ACP, on a trip authorized by ACP and away from the premises of ACP. Coverage is excluded for any activity not authorized or not reimbursable by ACP.
- War, acts of war, terrorism.
- Driving under the influence of alcohol or any drug or other intoxicant (including prescriptions if they have a

written warning against operating a vehicle while taking).

- Flights on an aircraft other than as a paying passenger on a regularly scheduled airline. Members traveling on ACP business are forbidden to travel on private planes. Covered persons also are not covered if they are pilot or crew on any aircraft.
- Injury from athletic activity such as working out at a hotel fitness center.

The International Activities Office, in cooperation with other relevant departments at ACP, will be responsible for oversight of all approved international travel, and will use reasonable efforts to monitor the travel status provided by the Department of Homeland Security, the Department of State, and/or the Centers for Disease Control and Prevention and to advise those traveling on ACP business of this status.

The decision to deny or approve international travel is made by the Executive Office and is based on consideration of the factors below.

- Alerts from the Department of Homeland Security's National Terrorism Advisory System.
- Travel Health Warnings for U.S. citizens, issued by the Centers for Disease Control and Prevention in effect for the country of destination.
- Travel Warnings issued by the U.S. Department of State in effect for the country of destination.

When international travel is approved, the Travelers' travel expenses will be reimbursed and insurance coverage will apply, subject to the terms and conditions in each Master policies.

In the event international travel is deemed to be risky by the Executive Office, travel will not be approved. The Executive Office will inform the Traveler of that decision in writing form (email, memorandum) as to ACP's decision.

Information available from the Web sites listed below will be monitored and shared with the appropriate Travelers invited to or scheduled to travel on ACP business.

Administration: International Activities

Divisions Affected: All

Procedure:

Staff traveling internationally, must notify the International Activities staff, providing Name and Destination in order to maintain a record of such travel for insurance purposes and communications on travel/health risks updates.

International Activities staff will be responsible for distributing emergency telephone contact cards to those who are traveling outside the United States on ACP Business.

For each meeting, International Activities staff will monitor the following 3 Web sites:

- U.S. Department of Homeland Security: www.dhs.gov
- Centers for Disease Control and Prevention: www.cdc.gov
- U.S. Department of State: www.state.gov

The Web sites will be checked:

- At the time the ACP Traveler and/or international speaker is invited to attend the meeting;
- One month before the meeting; and
- One week before the meeting.

International Activities staff will also check these 3 sites on a periodic (at least monthly) basis and notify by e-mail, Chapter Liaisons, the Executive Office, ACP Travelers (including staff) and/or international speakers if a warning appears in relation to a given country, or in the case of the CDC, a given area of the United States. If a warning does appear, staff will make reasonable efforts to notify interested parties of any changes to the warning or threat level.

The Executive Office in cooperation with the International Activities Office will inform ACP Travelers to countries where a warning exists if ACP has approved or denied travel and the reason why.

Travelers guided under this policy must realize, however, that health and safety alerts may change suddenly without notice, making it difficult to stay abreast of the latest information available, and therefore, are encouraged to check all relevant information sources immediately before any travel.