

Funded Travel Insurance Terms & Conditions

Important notice: all international travel for University purpose requires pre-authorisation. Please see [Travel Restrictions](#) page.

The University of Auckland (UoA) provides international travel insurance at no cost to the individual with the following conditions and circumstances:

Conditions

- Staff, students, and consultants/contractors/visitors travelling internationally on approved *business*¹** of the University and its subsidiaries. (Students whose travel is registered and approved through the Via TRM may also receive insurance. However, they need to refer to the [Via TRM Student Insurance Terms & Conditions](#) for requirements and information).
- Travel must be funded by the University or its subsidiaries, a research grant or by a third party** such as another university, research entity or conference organiser. No cover is provided to staff, students (with the exception of Via TRM approved travel) and consultants/contractors/visitors who work during privately funded travel.
- Travel must include a New Zealand component** (e.g. departing from and returning to New Zealand, or travel to New Zealand and return for overseas-based international visitors). Note: one-way journeys are not eligible for insurance coverage.
- If those travelling under the UoA travel insurance policy have a **pre-existing medical condition**², they must complete the [Medical Assessment Form](#). Upon completion of the form if directed on the form to advise the insurer of their condition, travellers must forward the form to: traveleasy.nz@marsh.com, and receive confirmation of insurance prior to travelling.
- The official source of advice and risk level for countries is the Ministry of Foreign Affairs and Trade [Safe Travel Website](#). If those travelling under the UoA travel insurance intend to **travel to a location which has areas categorised as 'avoid non-essential travel' or 'do not travel'** they must seek pre-approval from Risk Office by completing the High Risk Travel section of the International Travel Form, located on the [International travel insurance](#) intranet page. See [Travel Restrictions intranet page](#) for more information.
- Cover for staff is limited to 180 days.** Staff whose travel out of New Zealand exceeds 180 days need to arrange alternative insurance. Please contact the Risk Office to discuss options riskoffice@auckland.ac.nz.
- Cover for students (including PhDs)/contractors/consultants/visitors is limited to 90 days.** Students travelling in excess of 90 days will need to arrange additional insurance. Refer to condition 13, below.
- Travellers must have travel insurance in place for the entire duration of their trip. When using University-provided insurance you must be insured by the University insurance policy for the entirety of the journey; it is not permitted to combine insurance policies.

Associated personal travel and accompanying family

- Staff** will be covered for up to **31 days** of personal travel (e.g. visiting family, holiday) undertaken in conjunction with each business trip.

¹ The definition of *business* travel includes research and study leave, conferences, research, presentations and lectures.

² A pre-existing medical condition is defined as any physical defect, infirmity, existing or recurring illness, injury or disability of which you are aware or for which you have had or received a medical examination, consultation, treatment or investigation

10. **Students and consultants/ contractors/ visitors** will be covered for up to **14 days** of associated personal travel per business trip.
11. No insurance cover is provided for accompanying family members.

Process for applying

12. Provided the University's Travel Policy and these Terms & Conditions are met, insurance cover as stated in the insurance policy will apply automatically. No separate certification is required.

PLEASE NOTE:

- Travel pre-approval is required for all international destinations and incoming University-funded visitor travel through completion of the International Travel Form.
 - Only travel requests to High Risk destinations need Risk Office approval. All other destinations can be approved at local (Faculty/ Service division/ LSRI/ Subsidiary) level.
 - Insurance coverage for COVID-related claims is outlined in the FAQs at below link. *Please refer to the [Travel Restrictions intranet page](#).*
13. Should additional cover be required, quotes for supplementary or additional insurance can be obtained by contacting the University's insurance broker directly via email traveleasy.nz@marsh.com. If you are travelling for longer than 180 days please contact riskoffice@auckland.ac.nz in the first instance.
 14. It is recommended that travellers who are New Zealand citizens/permanent residents register their travel details on the Ministry of Foreign Affairs and Trade [Safe Travel Website](#).

International Rental Vehicles

15. Travel insurance covers the international rental vehicle damage excess up to NZ\$5,000 **provided a comprehensive Vehicle and liability insurance** (also called collision waiver option) **has been purchased** from the rental company for all international vehicle rentals.

Related Documents

- Travel Insurance FAQs
- Policy Schedule (Allianz certificate of insurance)
- Travel Policy
- Medical Assessment Form
- International Travel Form
- Allianz Claim Form

The above documents are available at the following links:

Staff: [International travel insurance](#)

Students: [Guidelines for students travelling overseas](#)

Contact

For further clarification, please contact:

- **Staff:** [Staff Service Centre](#)
- **Students:** [Student Contact Centre](#)