



STATE OF ARIZONA

INTERNATIONAL INSURANCE PROGRAM

OVERVIEW

The State covers their employees, officers and agents while stationed or traveling outside the United States in the course and scope of employment.

COVERAGE

All State employees are covered for General Liability and Workers Compensation for injuries while traveling or stationed outside of the United States. [Students, chaperones, and volunteers are covered for Accidental Death / Dismemberment and Medical Costs.](#)

Vehicle liability for operation of State owned vehicles, and rented or leased vehicles, is covered when vehicles are used in the course and scope of employment. To comply with local laws in some foreign countries, it may be necessary to purchase a non-owned liability insurance policy for a rental or leased vehicle. This policy, if purchased, should also include collision and comprehensive (fire and theft) coverage. The policy is often available from the rental company as an option within the agreement.

For [MEXICO](#), ALL DRIVERS **MUST** carry the state's Mexican automobile identification card, available through your State agency, motor pool, or Risk Management. This ID card, along with the claims reporting instructions, **MUST** be placed in the vehicle prior to entering Mexico.

MEXICAN AUTHORITIES WILL NOT RECOGNIZE A UNITED STATES ISSUED INSURANCE POLICY!

ASSISTANCE

Prior to traveling outside the United States to any country, please review the services available to assist you. Whether or not you are involved in an accident, these services assist travelers in difficult or problem circumstances during a trip:

[Travel Assistance Services](#)
[\(Other than accident reporting\)](#)

ACCIDENTS

If you have caused injury ...

If you have damaged property ...

Or you have been injured ...

Contact your agency. They must then report a claim to Risk Management. In some cases it may be necessary to also contact the local authorities, and/or the local insurance company. For [MEXICO](#) vehicle accidents, follow instructions in the claims kit that accompanies the insurance ID card.

REPORT AND PLAN YOUR TRAVEL

As soon as your trip is planned, contact Bettye Cross at bettye.cross@azdoa.gov or (602) 542 2175 for a travel report form, which includes all countries except trade sanctioned countries.

If your destination is a trade sanctioned country such as Cuba, your agency will need to contact Kurt Willan at kurt.willan@azdoa.gov or (602) 542-5372 at Risk Management immediately.

Certain countries are excluded from coverage, and Risk Management will review the details of the trip with your agency to determine whether you meet coverage criteria.

For all other question, please call Kurt Willan at (602) 542-5372.

Please also review [TRAVEL WARNINGS](#) for the country you are visiting:

<http://www.travel.state.gov/travel/warnings.html>