

INSURANCE

When traveling on University business, employees are covered by Workers' Compensation Insurance for bodily injury sustained within the course and scope of their employment. However, to protect the employee and his/her estate, it is essential that evidence be presented that the travel in question was University business, and evidence must exist in the University's records. A [Travel Authorization Form](#) is one form of written documentation to confirm travel status. The Travel Authorization Form should be filed with the traveler's appropriate home department prior to travel and should be retained in the department.