

12.5 Travel Insurance Policy

Staff members who are required to undertake travel abroad in the course of their official duties will be covered by the organisations' Travel Insurance Policy. As such, it is not necessary for staff members' to purchase additional travel insurance and it will not be possible to reimburse staff members' for the cost of any such additional insurance.

It is a Teagasc Travel insurance policy condition to adhere to the advice offered by the Department of Foreign Affairs where failure to do so could result in the policy declining cover in the event of an incident. Staff are required to check the Department of Foreign Affairs website for any travel restrictions and advice prior to booking and travelling as this may affect your entitlements under the policy. Department of Foreign Affairs available at: <https://dfa.ie/>

The Teagasc Business Class Travel Insurance Policy insures for travel outside Ireland and provides comprehensive cover for travelling employees anywhere in the world* before and during their business trips subject to policy terms, conditions, limitations, exceptions and exclusions which may be applicable.

**Except security risk destinations as determined by the Department of Foreign affairs.*

Staff travelling abroad on Teagasc related business must have their travel pre-approved through the DMS.at:

<http://dms/sites/Finance/Foreign%20Travel%20Application%20Form/Forms/AllItems.aspx>

Any business trips above 45 days or where staff are based abroad for work for longer that this timeframe, must be notified to the Insurance Officer in advance of the trip to ensure sufficient levels of cover are in place. An extension to cover and additional premium may apply.

Research Award Scheme recipients are required to adhere to the Research Award Scheme Insurance procedure available from the Walsh Scholar Administrator and also located at:

http://tnet.teagasc.net/corporate_services/Insurance/foreign-travel-insurance.asp

Staff should apply for the European Health Insurance Card which permits the holder to avail of healthcare in another EU or European Economic Area (EEA) for free or at a reduced cost available from the Health Service Executive (HSE) at the following link: <https://www2.hse.ie/services/ehic/ehic.html>

The onus is on staff to ensure their travel is approved prior to undertaking the trip and additional information on insurance requirements for travel on Teagasc business is available at: http://tnet.teagasc.net/corporate_services/Insurance/foreign-travel-insurance.asp

Contact Details for the Insurance Officer are:

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Version		Revision Date	Summary of Changes	Policy Owner
1.0			n/a	Corporate Services
2.0		October 2021	New Policy to replace previous 12.5	Corporate Services