

1. PURPOSE

To comply with French law and to ensure the safety and protection of employees during work-related travel, AUP requires that employees notify and submit proper forms to The Office of Human Resources before travel.

2. WHO IS AFFECTED BY THIS POLICY

Employees who travel internationally for professional reasons.

3. POLICY STATEMENT

The American University of Paris, as an employer, is legally obligated to inform the Social Security authorities that an employee will be travelling abroad for professional reasons, giving the dates and the destination countries. AUP must inform the authorities **before the employee's departure**. This is vital in order for employees' insurance for illness and work-related injury and accident to be valid. Employees must therefore inform The Office of Human Resources **at least three days before departure** of employee travel plans.

The University carries supplementary insurance for employees who need to travel professionally, which covers illness, accident, liability, theft of belongings, etc. In order to benefit from this insurance, **employees must pick up a card from The Office Human Resources before their departure**.

The *Ordre de Mission* form must be completed and signed by the appropriate cost center manager for administrative staff, by The Office of Academic Affairs for faculty, and by the Cultural Programs Office when the travel is related to a study trip.

In order to ensure that the coverage for illness and accident is valid, this form must be completed and submitted **even when AUP is not funding the travel** (if, for example, a faculty member has been invited by another institution).

Once completed, employees should submit the form to The Office of Human Resources, who will notify the appropriate authorities and issue the employee a supplementary insurance card.

The Office of Human Resources will sign and return a copy of the completed form to the employee. Employees should attach copies of the form to all requests for advances and/or reimbursement of expenses submitted to the Office of Finance & Accounting. **Requests for funds not accompanied by a copy of the form will be refused.**

4. RESPONSIBILITIES

Responsibility for administration of this policy rests with The Office of Human Resources.

5. DEFINITIONS

"Employee"                      Any person who is linked to The American University of Paris by an employment contract.

6. APPROVALS & HISTORY

Reviewed 28 February 2017.

Reviewed 16 November 2020, no changes.

Next review November 2023.

7. ISSUING OFFICE AND CONTACT

The Office of Human Resources  
5, boulevard de La Tour-Maubourg  
75007 Paris  
+33 01 40 62 07 10