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**TO:** Executive Committee Members, Assistant Vice Presidents, Chairs, Directors and Department Heads, Assistants to the Deans and Vice Presidents, and Department Administrators

**FROM:** Harry S. Lynch, Jr.  
Executive Vice President for Business Affairs and Chief Financial officer

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### **SUBJECT: Medical and Security Evacuations and Travel Assistance Abroad**

The University of Texas System has contracted with International SOS (SOS) to provide worldwide assistance and evacuation services for all employees and students while traveling abroad for an institutional purpose. The services provided by SOS range from telephone advice and referrals to full-scale evacuation by private ambulance. The SOS network of multilingual specialists operates 24 hours a day, 365 days a year from SOS Alarm Centers around the world. Your SOS membership, provided by the University, protects you against a variety of difficulties that could arise while you are traveling abroad. The coverage is designed to supplement the policies, procedures, and support that the University already has in place.

It is important to understand that, although SOS offers travel, medical, and security advice and services as well as on-line access to information that many insurance companies do not offer, **SOS is NOT health insurance.** Requests for reimbursement for medical care received while abroad should be submitted to your health insurance provider.

Whenever you are traveling abroad, you can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the SOS website located at <http://www.internationalsos.com>. The SOS website also contains an on-line Personal Travel Record form for inputting travel and destination information. We strongly encourage all travelers to complete the form prior to traveling abroad so that this information is available to SOS and the University's on-call staff should you need to be located in the event of a crisis or emergency.

The full benefits and procedures for using SOS are described in detail at <http://www.uthscsa.edu/business/travel/intlsos.html>. You may request your SOS membership card by calling (210) 562-6216 or you may print one from the SOS website at <http://www.internationalsos.com>. Use the University login of 11BSGC000037 to login and print your card.

If you have any questions regarding this program, please contact the Travel Services division of the Purchasing Office at 562-6216 or by email at [TravelAdmin@uthscsa.edu](mailto:TravelAdmin@uthscsa.edu).

*Please disseminate this information to all individuals who may be traveling abroad.*