

From: Maxine Danaro
Sent: Friday, 7 October 2005 8:46 AM
To: 'bmgroup@mail.anu.edu.au'
Cc: David Sturgiss; Andrew Mead; Brian Burke; 'insurance.office@anu.edu.au'
Subject: Business Travel Insurance and Avian Bird Flu

Colleagues

The following advice has been prepared, in conjunction with the Universities insurance brokers, in response to a range of queries that the University insurance office is receiving.

Please do not hesitate to direct any further enquiries to myself, Brian Burke or the insurance.office@anu.edu.au

Maxine

Travel Insurance Advice - Avian Bird Flu

The underwriter of the Business Travel Policy relies upon World Health Organisation (WHO) advice and their advice as set out in DFAT Travel Advisories.

Currently if an ANU approved traveller (staff or student) were in a location where Bird Flu was present they are covered by the policy.

If an approved traveller currently holds a travel booking and the WHO subsequently advise that travel to a certain country should be deferred because of Bird Flu the travel policy would respond to any cancellation charges incurred.

If however the WHO issue a warning that no travel to a certain country be undertaken, any travel bookings made subsequent to this advice would fall outside the scope of the travel policy.

In light of the current situation regarding Bird Flu it would prudent to manage these additional risks. It is recommended that any new travel bookings to Asia be made utilising fully flexible ticketing arrangement, rather than purchasing tickets that offer no refund and no flexibility to change dates of travel without incurring the cost of a replacement full fare ticket. This will ensure that the traveller, needing to return back to Australia has all options available to them and isn't reliant on the goodwill of the airline or purchasing a new ticket.

The above should not replace any of your current procedures for reviewing/ assessing and managing the risks of overseas staff and student travel.

Regards

Maxine

Maxine G. Danaro

Manager, Business Services

Ph: 6125 8710

Finance & Business Services

Fax: 6125 8798

Australian National University

Mob: 0416 249213

Chancelry Building 10c

CANBERRA ACT 0200

CRICOS Provider Number: 00120C