

# HR PRACTICAL INFORMATION

---

## BUSINESS TRIP AND TRAVEL ORDER

Going on a business trip? Remember to complete a travel order and send it to Human Resources before departure.

### **What is a travel order?**

The travel order is an essential document. It allows an employee to travel abroad, on business for the company and to benefit from the coverage provided by Social Security in case of accident.

In accordance with article L411-2 of the Social Security Code, any trip made without prior travel order is a private trip.

Consequently, if the employee falls and gets hurt during his journey, he will be entitled to the benefits provided in case of a professional accident - if he can produce a travel order signed by his employer. Moreover, this travel order allows him to prove that he is under the authority of his employer for the accomplishment of the mission, which allows him to be covered in case of professional accident during this period.

### **What does the HR department do with the travel order?**

Upon receipt of the travel order, HR informs the social security of the employee's business trip and specifies the destination, travel dates and reason for travelling.

To download the travel form (ordre de mission), click [here](#):

The mission statement also justifies your reimbursement request for any expenses related to the trip to Accounting.

In addition to the business trip notification to Social Security, the Human Resources department will also give you an AIG Business Travel card.

### **What does the AIG Business Travel insurance cover?**

Multiple safeguards are provided by our insurance policy: Assistance to the traveler in case of loss, damage or theft of luggage, personal belongings and professional equipment, medical expenses and emergency hospitalization, civil liability abroad. It also covers travel cancellation costs and death benefits and disability following an accident.

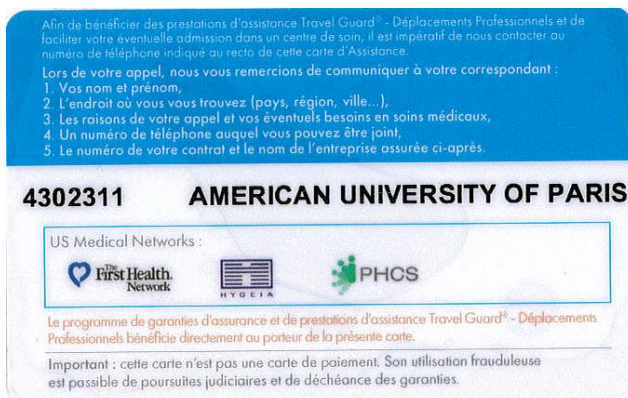
# HR PRACTICAL INFORMATION

## BUSINESS TRIP AND TRAVEL ORDER

### How to use the AIG insurance card in case of problems?



If problems occur, immediately call the telephone number on the card



When you contact AIG, tell your correspondent:

- Your full name
- The place where you are
- The reasons for calling
- The phone number where you can be reached
- The contract number shown here on the card and the company name

This card is not nominative. You will be asked to give it back on your return.



If you are administrative staff and you have made a business trip, you must indicate this by showing the letter B on your time sheet. If you are faculty, the notification of your business travel should be done via [Class Cancellation Webform](#) or via the Faculty Portal by clicking [My Absences & Course Cancellations](#).

Do you have any questions? Please contact the Human Resources department.