





DATE: November 1, 2021

TO: UW-Madison Faculty and Academic Staff

FROM: John Karl Scholz, Provost and Vice Chancellor for Academic Affairs 
Robert Cramer, Interim Vice Chancellor for Finance and Administration 

RE: CISI Insurance enrollment and reimbursement

International travel is often necessary to advance the university's vibrant global mission. At UW-Madison, we are fortunate to have strong supporting resources for travel. One of our most valuable assets is the UW System-wide international health, medical and evacuation insurance through Cultural Insurance Services International (CISI). Enrollment in this program is already required for all students traveling abroad — undergraduates, graduates, and professional students — regardless of program of study or academic standing. Previously, for UW-Madison employees across the campus, enrollment in CISI was not required but was highly recommended.

Global experiences across higher education during the COVID-19 pandemic make it clear that CISI's benefits and coverage are important for the safe and successful conduct of our mission. Therefore, as we begin a more robust return to our global engagement, **enrollment in CISI will be required as of January 1, 2022**, for all employee travel abroad. This is a necessary and allowable expense, and many traveling employees already enroll in CISI every year. Enrollment online takes only a few minutes to complete, and the potential benefits are immense.

Questions about CISI may be addressed to UW-Madison Office of Risk Management (travel-ins@bussvc.wisc.edu). You can read more about CISI's benefits and enroll online at: <https://businessservices.wisc.edu/managing-risk/insurance-programs/risk-management-while-traveling/international-medical-travel-and-security-insurance>.

Thank you for your continuing dedication to Wisconsin's international engagement.

cc: Chancellor Rebecca Blank
Deans Council
Professor Eric Sandgren, Chair, University Committee
Jeff Karcher, Director of Risk Management
Ron Machoian, International Safety & Security Director and Interim Associate Dean