

FACULTY & STAFF

International Teacher Insurance Cards (ITIC Cards)



University
of Houston
Clear Lake

It is required that faculty and staff obtain some type of travel insurance coverage that will provide for foreign medical coverage, medical evacuation and repatriation. This insurance is available for purchase through the UHCL Travel Office. To see a detailed list of coverage and benefit limits, visit:

www.csatravelprotection.com. The fee, which must be paid at the time this form is submitted, is reimbursable if itemized on your Expense Log submitted to Travel after the trip is completed. Some credit card companies offer this coverage if airfare is purchased with the credit card. If you obtain travel insurance through your credit card company, you must provide proof of the coverage to the university.

Each card is good for one year from issue date. Once a card expires, this process should be repeated in its entirety to obtain a new card. We cannot renew cards.

What to provide (in an envelope):

Please **DO NOT** paper clip your photo.

- A color photograph, similar to a passport photo (which will not be returned). We will crop (if necessary). Your face alone should measure approximately 1" x 1 1/4". This photo will appear on the Insurance Card. It should be of high enough resolution. Inadequate photos will delay the processing of your card request.
- The bottom portion of this form (retain the upper part of this form for your reference).
- \$25 as a check (made payable to: UHCL) or provide a department cost center.

Deliver in person or through mail to:
University of Houston-Clear Lake
2700 Bay Area Blvd - Mail Code 105

Travel Office - North Office Annex II (NOAII)
Houston, TX 77058

[Campus Map](#)

You will be contacted by email **within 3-5 business days** to notify you that your new ID card is ready. If you choose to pick it up from the Travel Office (NOA II), an envelope with your name on it will be left in the Travel Office.

Questions?

University of Houston-Clear Lake
Travel Office

Office Hours: Mon-Fri 8A-5P

(281) 283-2270 Phone (281) 283-2156 Fax TravelOffice@uhcl.edu

www.uhcl.edu/travel

Travel Office: NOAII

FACULTY/STAFF ITIC Card Request:

Trip Departure Date: ___/___/___

Full Name (as it appears on your passport)

Destination Country(s)

_____/_____/_____ (_____)_____

Email Address

Date of Birth (m/d/yy)

Phone Number

Call/email me when ready for pickup OR Send to me through campus mail to box: ____

I acknowledge that this card is being provided by a third-party and agree not to hold the University of Houston-Clear Lake liable. **Traveler Signature:** _____

Please charge our department the **\$25 fee** for this business-related travel. Speed Type: _____

Cost Center: _____ - _____ - _____ Account: 54899

Supervisor or Designee's Signature

Printed Name

Date

Business Coordinator's Signature

Printed Name

Date