



United States Department of the Interior

OFFICE OF THE SECRETARY
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FINANCIAL MANAGEMENT MEMORANDUM 2011- 026 (Vol. X.A.)

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To: Bureau Assistant Directors for Administration
Bureau Chief Financial Officers

From: Douglas A. Glenn 
Deputy Chief Financial Officer and Director
Office of Financial Management

Subject: Purchase of Medical Evacuation Insurance for International Travel

Interior employees who travel to international destinations that do not have Western Standard medical facilities within a reasonable distance of the temporary duty site may be authorized to purchase Medical Evacuation Insurance as a cost of travel. The purchase of this insurance meets one of the non-statutory exceptions to the Federal Government self-insurance rule and is an allowable business expense.

Care should be taken when purchasing Medical Evacuation Insurance policies with attention being paid to the following:

- The services offered under the policy coverage;
- Selecting only reasonable coverage;
- Exceptions to coverage;
- The overall cost of the policy; and
- The duration of the policy (Note: The policy duration should not exceed the duration of the international trip.)

Travelers who are authorized to purchase Medical Evacuation Insurance for trips meeting the identified criteria may do so by contacting Medical Evacuation Insurance companies directly.

If you have any questions on this guidance please contact Robert Smith, at Robert_Smith@ios.doi.gov or by phone at (202) 208-5684.

cc: Finance Officers Partnership