



**APPLICATION FOR DEFENSE BASE ACT (DBA) INSURANCE COVERAGE
MINIMUM 30 DAY ADVANCE NOTICE REQUIRED**

Federal law requires the UA to provide Defense Base Act (DBA) insurance coverage for employees who travel outside the U.S. and meet the following criteria:

- International travel under a public work or service contract with any U.S. government agency, where the UA is a contractor or sub-contractor.
- Work to be conducted on U.S. military bases outside the U.S., regardless of funding source or existence of a contract.

For UA projects meeting the above criteria, DBA is applicable to associated travel outside the U.S., including Mexico, U.S. Territories, and possessions. Except for U.S. military base work, DBA *is not applicable or required* for travel under research grants, cooperative federal agreements, non-federal contracts, independent research, or study abroad programs.

Information required for DBA coverage application (please print or type)

1. Traveler's full name and job title as listed in UAccess, and Citizenship

2. Name of Contract, Contract Number, Contract Term

3. Name of Contracting Federal Agency _____

4. Travel Purpose and Brief Description of Work to be Conducted

5. Destination(s) associated with DBA travel

6. Itinerary Dates for Each Destination:

7. Total Traveler Payroll for days to be spent abroad: _____

8. Other UA employees on this trip? No ___ Yes ___ If Yes, how many? _____

9. Person Completing this Form and Contact Information

SUBMIT COMPLETED FORM A MINIMUM OF 30 DAYS IN ADVANCE OF DEPARTURE TO RISK MANAGEMENT SERVICES (RMS) – risk@email.arizona.edu or FAX: (520) 621-3706 FOR QUESTIONS CONTACT RMS – 520-621-3706 or at email address above