

BFA Administrative Detail #00-2

**Reporting Foreign Travel and Obtaining Requisite Foreign  
Travel Insurance Coverage**

**1.0 PURPOSE**

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The purpose of this Administrative Detail is to document procedures and timeframes related to the reporting of international travel and securing the requisite foreign travel insurance for each trip.

**2.0 BACKGROUND**

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Campus Presidents, or their designees, must approve all international travel, including travel to *high hazard* or *war risk* countries, for faculty, staff, or students traveling on CSU business. *High hazard* international travel is defined as travel to any country on the U.S. State Department Travel Warning List or any country on the California State University Risk Management Authority's (CSURMA) foreign traveler underwriter's high hazard country list.

[http://www.calstate.edu/risk\\_management/rm/documents/CSURMA\\_HighHazardList.pdf](http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf)

<http://travel.state.gov/content/passports/english/alertswarnings.html>

Travel to *war risk* countries must be submitted to Systemwide Risk Management in the Chancellor's office for review and approval following appropriate review and approval at the campus level. *War risk* countries are countries designated as such by the CSU's Foreign Travel Insurance Program (FTIP) underwriters.

All faculty, staff, and students who travel internationally on CSU business are required to use the Foreign Travel Insurance Program's coverage.

The Risk Management office is responsible for the oversight and management of the campus insurance policies, as well as facilitating compliance with executive orders, technical letters and best practices as they relate to international travel.

**3.0 OVERVIEW**

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Timely reporting of all foreign travel is required. Risk Management will manage reporting and securing coverage, and communicate with Systemwide Risk when destinations include locations on the broker's War Risk Countries list. Travelers must consider the mandated minimum of 35 days to process a travel request to *war risk* countries.

**4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.**

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Executive Order 1041: CSU Student Travel Policy

CSU Technical Letter RM 2014-01 International Travel & Requirement to Purchase Insurance

## 5.0 PROCEDURES

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Reporting foreign travel and obtaining Foreign Travel Insurance:

- International travel specifics provided to Risk Management must include:
  - Name of principal traveler
  - Names of all other travelers and their email addresses
  - Purpose of travel
  - Name and email address for each traveler's emergency contact person
  - Detailed itinerary including departure and return dates, all destinations, and all means of transportation
  - Copy of fully approved Travel Authorization
- Risk Management will advise the requester when coverage has been bound, provide a Travel Assist card for each participant to carry while traveling, and provide the premium amount.
- Premium must be posted to *revenue account 580090-210* by the department from which the travel stems.
- Travel may be reported by using the Foreign Travel Coverage Request form, located on the Risk Management webpage.

<http://www.csuci.edu/rm/insurance/foreign-travel-coverage-request-2-2015.pdf>

Timeframe:

- With the exception of travel to war-risk locations, requests for foreign travel coverage should be made no fewer than 14 days prior to departure.
- Coverage for travel to war-risk locations must be requested no fewer than 35 days prior to departure.
- Foreign travel Insurance premiums should be posted to the BFA account as soon as practicable, allowing for accurate and timely processing of quarterly cash posting orders by CSURMA.

## 6.0 CONTACTS

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