Navigating the Foreign Travel Insurance Waters

Mike Thorpe, Risk Manager – CSU Chico

Stacey Weeks, Program Administrator - CSURMA
Alliant Insurance Services

Melissa Diaz, Program Administrator - CSURMA
Alliant Insurance Services
Agenda

- Foreign Travel Best Practices
- Foreign Travel Insurance Program (FTIP)
- Foreign Travel Reporting

www.csurma.org

- Questions????
Best Practices/Procedures for Student International Travel
1. Exchange – Students participating in semester or year long exchange programs with other International Universities

2. Faculty Led – Generally short term programs led by a faculty or staff member

3. Independent Research – faculty or staff led
Notification Challenges

How do you get your arms around international travel?

Suggestions:

Current policy requires approval from campus president for all international travel by Faculty/Staff. Have your Travel or Accounting Office provide your (RM) with a copy of the employee’s travel request upon receipt.

Establish a committee to review all faculty-led international travel.
Approval Process

• Trip Leader submits a (one-page) proposal to Committee
  – Includes dates, locations, qualifications for leading the trip, familiarity with country, native language spoken, credit bearing vs. non-credit bearing, target number of students, duplication of any existing programs...
Preliminary Proposal:
FIRST-TIME Faculty-led Study Abroad Program
(Submit 18-12 months prior to departure)

Please provide the following information about the program for review by the Study Abroad Advisory Committee. Feedback on this preliminary proposal will assist in program development and completion of the program plan.

Name of faculty submitting proposal: ___________________________ 
College: __________________ Department: __________________ Ext: ______ Zip: _______

Name(s) of faculty traveling with the group: ________________________

Location (city and country) of the program: ________________________

Program Dates: ______________________

Is this an existing program? ☐ Y ☐ N ☐ Will the program be offered for academic credit? ☐ Y ☐ N

Course title: __________________ Dept. Prefix: ______ Course Number: ______

Will this program be offered through RCE (self-support)? ☒ Y ☐ N

If not self-support, how will you fund the program? ☐ State Support ☐ Grant ☐ Donation ☐ Other: ______________

Approximate cost per student, including all fees, airfare, room & board: ______________

Target number of students to enroll: ____________________________________________

Target audience (Check all that apply): ☐ CSU, Chico Students ☐ other students ☐ community

Probable majors/minors of target audience: ________________________________________

Has the faculty leader personally visited the host country? ☐ Y ☐ N

If yes, for how long and in what capacity: _________________________________________

If no, will the faculty leader visit the site prior to the program? ☐ Y ☐ N If yes, when? _____________

If no, describe how familiarity with the host country will be addressed in the program summary (see below).

Does the faculty leader speak the language of the site/host country? ☐ Y ☐ N

If no, please describe how issues of language will be addressed in the program summary (see below).

Will this program duplicate any other study abroad programs at CSU, Chico? ☐ Y ☐ N

If yes, please respond to question #4 below in the program summary submitted with this proposal.

For a complete list of study abroad programs on offer at CSU, Chico, visit: http://www.csuchico.edu/poa/abroadhtml

Will the program be developed in partnership with a third party study abroad provider? ☐ Y ☐ N

If yes, please indicate the provider to be used: _______________________________________

If no, who will provide administrative support to faculty and students abroad? __________________________

Please confirm you have discussed this proposal with the following:

☐ Department Chair ☐ College Dean

☐ Director of International Education ☐ Regional & Continuing Education

☐ Study Abroad Coordinator

Is the host country on the U.S. Department of State Travel Warning List? ☐ Y ☐ N

For a complete list of countries on the Travel Warning list, visit: http://travel.state.gov/travel/

Please provide a brief summary (1-2 pages) that addresses the following points and submit with your proposal.

1. Your qualifications for teaching this study abroad program and your assessment of support from your department and college.

2. Explain the rationale for the choice of the hosting site/country and the value the international travel component provides to students.

3. Describe any foreseeable academic, financial, and health and safety risks or challenges associated with the proposed program and steps you will take to address these risks and challenges.

4. If a similar program exists, how will this program differ from and complement current offerings at CSU, Chico?

Updated 9/20/2011
Once Approved

• Trip Leaders should:
  – Conduct a site visit or document an online evaluation of risks
  – Ensure each traveler enrolls in the US State Department Smart Traveler Enrollment Program https://travelregistration.state.gov/ibrs/ui/
Once Approved Cont’d

• Trip Leaders should:
  – Have students review the country specific student handbook from the Center for Global Education [http://www.studentsabroad.com/](http://www.studentsabroad.com/)
Once Approved Cont’d

• Trip Leaders should:
  – Contract Procurement & Contracts Office to review establish agreement with service provider or program provider (if applicable)
  – Attend or conduct a pre-departure orientation with/for students
    • Should include behavior expectations, student code of conduct, emergency procedures, country specific information, CDC required vaccinations....
Prior to Departure

• Trip Leaders should:
  – Collect completed Emergency Contact and Medical information from each participant
  – Send Participant Letter to each student (Attachment H - EO 1041) and collect signed release of liability form from each student (Attachment I - EO 1041)
  – Secure Foreign Travel Insurance for each participant
Prior to Departure Cont’d

• Trip Leaders should:
  – Leave copies of travel itinerary and emergency contact information with Risk Management
  – Review Procedures for Crisis Management
  – Review Guidelines for Developing an Emergency Evacuation Plan
Emergency Procedures for Faculty-Led International Programs

Overview

This document is intended to provide Faculty Members with procedures to follow in the event of an emergency involving a student when traveling abroad. For the purpose of this document, any international travel by students who are led by Faculty is referred to as study abroad. Potential emergencies include, but are not limited to:

- Serious Illness or Injury
- Sexual Assault or Rape
- Death of a Student
- Missing Student or Kidnapping
- Political Unrest, Natural Disaster or Terrorist Attack
- Arrest or Crimes by a Student

Preparation

It is essential that Faculty members are prepared for emergency situations when leading students in study abroad programs. The Faculty member, or designee, should conduct an orientation for students prior to departing for the program. The orientation should include discussion of:

- The "Country Specific Information" and any "Travel Alert" details for the host country.
- The standards of conduct in the host country.
- The risks associated with traveling to and from the host country as well as the risks inherent in staying in the host country.
- The need for students to create an emergency contact card listing the names and phone numbers of their emergency contacts. The card should also include the emergency contact numbers (police, hospital, fire department, US Embassy) for the host country if available at the time of the orientation.
- Students will need to secure foreign travel insurance available via the Office of Risk Management.

Prior to departing, the Faculty member should collect copies of the student’s emergency contact cards, as well as their medical insurance information. If the Faculty member and students are not traveling together, the Faculty member should collect the travel itinerary for each student. If more than one Faculty member will be leading the students, each director should retain copies of the student’s information if traveling separately. The above information should also be provided to the appropriate department on campus prior to departure. If possible, students should be given a way to contact the Faculty member at all times throughout the trip. It is also recommended that each participant registers via the US State Department’s Smart Traveler Enrollment Program.

Once the Faculty member and students reach the host country, the director should prepare an Emergency Evacuation Plan (EAP) as soon as possible. Separate plans for the place of residence and the host agency’s worksite (if applicable) may be necessary. The EAP should include an evacuation route from each site and a primary and secondary destination point. The Faculty member may seek the assistance of the host agency (if applicable) when determining the route and destination points.
Course of Action

In the event of an emergency, the Faculty member’s first responsibility is to safeguard the safety and well-being of the program participants. The director may need to combine efforts with the appropriate representatives of the host site. Collectively, the Faculty member and host site should attempt to remove the student or students from immediate danger (if applicable). They may also need to contact the appropriate local authorities depending upon the type of emergency. Follow up should also be provided to the Faculty members department so that the emergency and the response can be documented. Dependent upon the severity of the emergency, the Faculty member may need to direct any media related questions to the campus Director of Public Affairs and Publications, Joe Willis.

Serious Illness or Injury

- Immediately attend to the medical needs of the student.
- Provide the hospital or clinic with a copy of the student’s medical insurance information.
- Determine the events that led up to the injury or illness and document your findings.
- Ascertain the extent of the injury or illness from the physician or hospital.
- Notify your department and the host agency if applicable of the illness or injury.
- Notify the CSU, Chico Office of Risk Management.
- Notify the Foreign Travel Insurance Carrier listed on the insurance card.
- Notify student’s emergency contacts of the illness or injury.
- Notify other participants of student’s illness or injury.
- Monitor situation and provide guidance and status to all contacts as needed.
- Thoroughly document your actions.

Sexual Assault, Rape, Crime against Student

- Immediately attend to the physical and emotional needs of the student.
- Determine the circumstances surrounding the incident, including names and location, and document your findings.
- Contact the host institution if applicable and the local police department.
- Notify other participants of the incident.
- Notify your department and the student’s emergency contacts (if applicable) of the incident.
- Notify the CSU, Chico Office of Risk Management.
- Notify the Foreign Travel Insurance Carrier listed on the insurance card (if treatment is necessary).
- Monitor situation and provide guidance and status to all contacts as needed.
- Thoroughly document your actions.

Death of a Student

- Verify the identity of the student.
- Determine the circumstances surrounding the student’s death and document your findings.
- Contact your department on campus to initiate a support network for students, friends, roommates and family. Determine the appropriate method for notifying the student’s family.
- Faculty member or pre-determined individual on campus should contact student’s family to advise of student’s death.
- Notify the CSU, Chico Office of Risk Management.
- Notify the Foreign Travel Insurance Carrier listed on the insurance card.
- Notify the other participants and the host agency if applicable of the student’s death.
- Notify U.S. Embassy or Consulate in host country of student’s death.
- Assist family of deceased student with coordinating travel and other forms of support.
- Thoroughly document your actions.
Missing Student or Kidnapping

- Determine the circumstances surrounding the disappearance and document your findings.
- Speak with those who last saw the student and ask if the student exhibited any unusual behavior prior to the disappearance. If possible, establish a timeline for the student’s whereabouts.
- Contact the local police department, the local hospitals and the host agency if applicable.
- Notify other participants of the student’s disappearance.
- Notify your department and determine an appropriate time to provide notification to the student’s emergency contacts.
- Notify the student’s emergency contacts of the disappearance.
- Notify the CSU, Chico Office of Risk Management.
- Notify the Foreign Travel Insurance Carrier listed on the insurance card.
- Notify U.S. Embassy or Consulate in host country of student’s disappearance.
- Monitor situation and provide guidance and status to all contacts as needed.
- Thoroughly document your actions.

Political Unrest, Natural Disaster or Terrorist Attack

- Contact all students to ensure their safety.
- Seek immediate medical attention as needed.
- If applicable, follow emergency evacuation plan to a safe, pre-determined location.
- Contact host agency, if applicable, and/or the U.S. Embassy or Consulate for guidance.
- Contact your department on campus to notify them of the situation.
- Have students notify their emergency contacts of the situation.
- In the event of political unrest, instruct students to avoid demonstrations and confrontational situations.

Arrest for Crimes by a Student

- Determine the circumstances surrounding the crime and document your findings.
- Contact host agency, if applicable, and/or the U.S. Embassy or Consulate for guidance.
- Notify other participants of the student’s alleged crime.
- Notify the CSU, Chico Office of Risk Management.
- Notify the Foreign Travel Insurance Carrier listed on the insurance card.
- Notify your department and the student’s emergency contacts.
- If the student is incarcerated, visit the student if possible.
- Monitor situation and provide guidance and status to all contacts as needed.
Guidelines for Developing an Emergency Action Plan for Faculty Led Programs

In case of an emergency situation abroad, such as a personal medical emergency, natural disaster, political unrest, or anything that changes the circumstances of the country you are in at the time, it is important that you are prepared. Developing an Emergency Action Plan (EAP) will make it easier for you to deal with a crisis situation. You should begin developing your EAP before you depart for your program.

Steps to Take Prior to Departure:

1. Review the country specific information on the US Department of State International Travel website (http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html). If there is a Travel Alert listed for the country you will be visiting, be sure to review the details of the alert. Travel to countries listed with a Travel Warning is strongly discouraged.
2. Attend an orientation with your Program Coordinator to discuss health and safety information for the country or countries you will be visiting.
3. Create a card to carry that includes contact information for your health insurance carrier, your Program Coordinator or Study Abroad office and your personal contacts (friends and/or relatives).
4. Leave a copy of your contact card with your Program Coordinator or Study Abroad office and with your personal contacts.

Steps to Take Upon Arrival:

1. Register with the nearest US Consulate/Embassy as soon as you can. If you are not a U.S. citizen, register with the consulate/embassy of your home country.
2. Update your contact card to include contact information for the nearest hospital, police, fire, 911 emergency equivalent, local government/visa office, translator, US Embassy/Consulate and the Sponsor University Program Coordinator.
3. Establish an evacuation route from your place of residence and your workplace at the Sponsor University. Your evacuation route should include a safe alternate destination point determined by you and the University Sponsor Program Coordinator or designee. When planning your route, remember that elevators and electric doors may not operate at a time of crisis.
4. Create an emergency kit that includes items such as emergency cash, credit cards, traveler’s checks and first aid items.
5. Familiarize yourself with all possible methods of transportation (airport, train, bus, Metro, rental car, boat/ferry).
6. Print out a copy of your EAP and attach copies of your passport and visa, your emergency contact card information, your driver’s license, your medical insurance coverage card and any special medical needs treatment information.
When a Crisis Occurs

When an emergency occurs, you may experience the following range of emotions. These feelings are normal responses to a difficult situation:

- Disbelief
- Fear
- Anger
- Anxiety/Panic
- Difficulty Concentrating
- Denial
- Worry/Concern
- Stress
- Excitement
- Depression
- Shock
- Other

There are some things you can do to calm your emotions and make yourself feel safer in an emergency/crisis situation. The following list gives some tips on how to maintain your physical safety and mental health during a crisis:

- Realize your feelings are normal
- Find/make a safe environment
- Maintain a basic self-care regimen (shower, shave, get dresses, exercise, etc.)
- Avoid confrontation, both physical and verbal
- Take one step at a time
- Assess what you can and cannot control
- Ask for help
- Create a support network

Your first step should be to ensure your own safety. Stay calm and assess the situation. Identify what type of emergency situation is taking place. If possible, follow your pre-determined evacuation route and get to your alternate destination point. If your pre-determined route or alternate destination points are not safe, get to an area away from immediate threat.

Once you are in a safer location, update others about your situation. If you have a method of communication at your disposal, get in touch with your emergency contacts so they can help you. Have them assist you in finding what you need (medical care, transport, a lawyer, etc.). Keep trying. If you cannot get a hold of anyone to help you don't give up. Try alternate methods of communication and transportation until you are able to reach someone. If you need to move to another location, let anyone you have previously contacted know where you are going.

After you have removed yourself from any immediate threat and made the necessary emergency contacts, you may need to move to a more permanent location for treatment/assistance. Consider your transportation options and get yourself to the appropriate location (hospital, police station, embassy/consulate, contact's home, counseling center, etc.). Maintain contact and update your emergency contacts on your condition and location.

If a crisis happens in your host country while you are visiting another, contact the Sponsor University Program Coordinator so that they know you are safe. If you can’t reach the coordinator, contact the US Embassy in the country you are visiting and ask them to contact the coordinator. You should also contact your relatives and Program Coordinator at home to advise them that you are safe.

Dependent upon the severity of the emergency, you may eventually find yourself back at the Sponsor University. Take the opportunity to re-evaluate your EAP and make any necessary revisions to the plan or to your emergency kit.
Study Abroad & International Exchange
Emergency Response Procedures

PURPOSE

Ensuring the safety of students, faculty and staff is of the utmost importance to the Office of International Education and CSU, Chico. Through experience with international programming and the creation of this comprehensive list of potential situations we can help prevent and properly manage such occurrences. As previously stated, this document is meant to serve as an aid in the process of gathering and disseminating information during an emergency.

EMERGENCY CONTACT INFORMATION

It is the responsibility of the Coordinator of Study Abroad and International Exchange to maintain and update information regarding Direct Exchange Partner Institutions and Emergency Contacts.

All Study Abroad and International Exchange career staff and the Director of the Office of International Education should have access to the most updated contact information.

Students participating on CSU IP, USAC and Direct Exchange Programs will be provided an on-site orientation from International Office Staff upon arrival at the host institution. Emergency contact information of Resident Directors or International Office staff will be provided to students at that orientation.

MONITORING WORLD EVENTS

The Study Abroad Interim Coordinator and Risk Manager at CSU, Chico will monitor the US Department of State Travel Warning alerts, OSAC, and other appropriate websites for any world events that may affect program sites and/or participants and respond in the manner that is suitable to the situation.

Study abroad participants are strongly encouraged at the mandatory pre-departure orientation to register with the U.S. State Department Smart Traveler Enrollment Program as well as with the Consulate General nearest to their program site to receive country specific notices while abroad.

SITUATION WHERE STUDENTS WERE NOT AFFECTED OR NOT AT A PROGRAM SITE

Study Abroad and International Exchange Coordinator and staff will contact the program site’s International Office to determine if the program site has affected and to confirm the safety and general location of the students.

WHEN A CRISIS OCCURS

Study Abroad and International Exchange Coordinator and staff will contact the on-site program staff and/or the main university emergency line. Coordinator will also work with the on-site international office in order to confirm the safety of the students as well as attempting to contact the students directly.
**CRISIS TEAM**

If appropriate, the Study Abroad and International Exchange Coordinator may convene a Crisis Team at the Office of International Education in order to handle the situation in a suitable manner. This team may include the Study Abroad and International Exchange Coordinator and/or Study Abroad Advisors, Director of OIED, Risk Manager, Director of SJA, Associate Director of Psychological Counseling and Wellness Center and University Provost.

The Team will generally achieve the following tasks:

- Gather as much information as possible from sources such as International Programs contacts, student participants, OSAC, the US State Department Travel Alerts, news sources, etc. in order to have the best information to assess the crisis and respond effectively.
- If necessary, assignments are made for staff to carry out the responsive action in order to address the crisis.
- Determine who should be notified (University Administration, CSU Administration, parents, students, US Embassy, Red Cross, etc.) and by which manner to contact them.
- Determine exactly what Foreign Travel Insurance, if applicable, will cover such through their emergency travel agency services and inform the appropriate people.
- Determine what circumstances warrant the return of the student.

The team will anticipate potential alterations to the situation and prepare alternate plans and manners of communications when necessary.

**POST CRISIS**

Once the situation is under control and/or resolved, parents, University Administration, and all stake holders will be provided with a status update. The effectiveness of the response to the crisis will be evaluated and necessary changes will be noted for potential future situations.

**ACE American Insurance Company – Direct Exchange Programs**

Once the Study Abroad and International Exchange Coordinator and OIED Director receive the official message, they will be responsible for passing along communication to Risk Management and a representative from ACE American Insurance Company as soon as possible. The Risk Manager will be copied on this email.
Risk Management

• Evaluate Program/Trip
  – Destination
  – Faculty qualifications for leading trip
  – Modes of transportation (domestically and in country)
  – Housing Accommodations (camping, hostel, hotel, home stay...)
  – Activities
  – Partners or Program Providers
Trip Leader – Upon Arrival

- Identify local emergency agencies such as police, fire, hospital, US Embassy/Consulate
- Formulate an Emergency Evacuation Plan
- Conduct a brief on-site orientation shortly after arrival to discuss health and safety, culture shock, program itinerary, housing, transportation, alternate location to meet in the event of an emergency
Trip Leader – Post Trip

• Provide debrief of successes or of any incidents/near misses
• Student program surveys
• Thailand incident
Foreign Travel Ins Program

• Broad Foreign Coverage for CSU and/or Auxiliary Organization sponsored foreign travel involving low hazard activities such as:
  – Recruiting
  – Research
  – Workshops
  – Partnership meetings
  – Present/Attend Conference
  – Study Abroad = By Campus
Foreign Travel Coverage

Who is Covered:

• California State University Risk Management Authority (CSURMA)
• California State University (CSU)
• CSU Auxiliary Organizations
FTIP Coverages – “Best in Class”

• Overlay Coverage
• AD&D Increase in Aggregate
• How is the insurance being used – Real Stories
• Trip Interruption
• Trip Cancellation
• Trip Cancellation (Self-Funded)
Overlay Coverage

• **Purpose of the Overlay Coverage Option**
  
  • To provide the CSU participant with the broad tailor coverage when a partner program (USAC) mandates the CSU participant purchase their Travel Accident Coverage
  
  • Most partner mandated coverage provides Travel Accident/Sickness; limited repatriation; limited medical evacuation coverage and is **not** as broad as CSURMA foreign coverage
AD&D Increase in Aggregate

• Why/when do we increase the AD&D Aggregate

  • Why – increase the AD&D policy benefit aggregate to meet the AD&D benefit limit of $100,000 per participant/per trip
  • When travel is reported with more than 20 participants (26 participants traveling to Greece), confirmation is required, confirming whether or not all participants are traveling to/from on the same flight
  • Additional premium is based on the total number of participants traveling on the same flight (to/from) and the number of days of travel
Trip Interruption

• **How is Trip Interruption Coverage used**

  • Reimbursement of cost for one-way economy air/or ground transportation ticket, up to benefit maximum, if participant’s trip is interrupted as a result of a death of a family member or unforeseen injury or sickness of participant’s family member
  
  • Example – CSU participant’s father passes while traveling in Greece, the CSU participant contacts EuropAssist who will arrange and pay the expense (one-way economy air/or ground transportation ticket), up to the maximum limit of $2,500 for the CSU participant to travel to her/his Home Country
Trip Cancellation

• How is Trip Cancellation Coverage used
  
  • Reimbursement of non-refundable covered expenses paid for trip up to Benefit Maximum if prevented from taking trip as a result of injury, sickness, or death
  
  • Example – CSU participant’s father passes prior to departing for study abroad research trip, when cancelling flight/hotel, if CSU participant is responsible to pay cancellation expenses, this coverage part will pay those expenses up to the maximum benefit limit of $2,500
Trip Cancellation (Self-Funded)

• Trip Cancellation (Self-Funded) Coverage

  • Limited self-insured coverage for trip cancellation, addressing the cost of cancelling or early return from travel triggered by critical events that may not be covered under the insurance program
Real Stories – How is Coverage Used – Real Stories

- Student in USAC Program – Mandate to Purchase USAC Coverage vs CSURMA
- Why Contact information required + U.S. Emergency Contact Information
- Japan Tsunami – Evacuation
- Israel Security Evacuation
- Active Security Evacuations
- Overlay Coverage
FTIP Reporting Procedures

• Report foreign travel to Alliant and include the following required information at least 30 days prior to travel:
  ▪ Date of Departure
  ▪ Date of Return
  ▪ Destination – Include all regions (cities/towns) of travel
  • Purpose of Travel
  • Number of Employee(s) Traveling
  • Number of Student(s) Traveling
  • Number of Other(s) Traveling and relationship to traveler
  • Names of All Travelers
  • Departure Date
  • Return Date
• Confirm whether or not the country(s) participants are traveling are located on the following lists:
  • CSURMA High Hazardous Country List
  • U.S. State Department Travel Warning List
  • CSURMA War Risk List

(http://www.csurma.org/)
California State University Risk Management Authority

CSURMA

The Chancellor’s Office staff and representatives of Auxiliary Organizations within the CSU have been developing a systematic approach to managing risk exposures now prevalent across CSU campuses.

One avenue of reform has been to restructure the overall risk management program on a more collaborative basis. Special legislation was obtained to permit both the CSU as a state agency, and Auxiliary Organizations as separate nonprofit corporations, to create a quasi-public entity to establish and perform pooled group insurance and related risk management functions for the benefit of all who elect to join the new entity and to participate therein.

On January 1, 1997, the CSURMA was formed by the CSU and those qualified Auxiliary Organizations that opted to join with intentions to participate in the risk management programs to be offered by the Authority.

Quick Links
- Committee Meetings and Information
- 2014-2016 Chancellor’s Office International Programs

Members Only
- New Member Signup
- How to Report a Claim
- Request Certificate of Insurance
- Request Foreign Travel
## Travel Request Form

If you have any problems filling out this form, please contact us at (415) 403-1418

### 1. Trip/Traveler Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler Last Name:</td>
<td></td>
</tr>
<tr>
<td>Traveler First Name:</td>
<td></td>
</tr>
<tr>
<td>Traveler Email:</td>
<td></td>
</tr>
<tr>
<td>Traveler Phone (Optional)</td>
<td></td>
</tr>
<tr>
<td>Traveler Type:</td>
<td>Faculty</td>
</tr>
<tr>
<td>If traveler is a student, will an Informed consent/waiver be executed?</td>
<td>No</td>
</tr>
<tr>
<td>Is traveler a minor?</td>
<td>No</td>
</tr>
<tr>
<td>Will traveler enroll in STEP? Smart Traveler Enrollment Program</td>
<td>No</td>
</tr>
<tr>
<td>Traveling on behalf of:</td>
<td>Yes</td>
</tr>
<tr>
<td>Departure Date</td>
<td></td>
</tr>
<tr>
<td>Return Date</td>
<td></td>
</tr>
<tr>
<td>Destination (Country):</td>
<td></td>
</tr>
<tr>
<td>City/Town and Region:</td>
<td></td>
</tr>
<tr>
<td>Purpose of Travel</td>
<td></td>
</tr>
<tr>
<td>Name of U.S. Emergency Contact</td>
<td></td>
</tr>
<tr>
<td>U.S. Emergency Contact Email</td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
</tr>
<tr>
<td>Project # or ID (if applicable)</td>
<td></td>
</tr>
</tbody>
</table>
## Additional Travelers
If there are 5+ travelers, please upload all traveler information via PDF or Word document in the space provided below.

### 2. TRAVELER #2 INFORMATION

### 3. TRAVELER #3 INFORMATION

### 4. TRAVELER #4 INFORMATION

### 5. ADDITIONAL DESTINATION INFORMATION
For additional travel destinations, please attach additional information.

### 6. HIGH HAZARDOUS/WAR COUNTRY INFORMATION

- Are any of the destinations on the High Hazardous list? [High Hazardous List](#)
- Are any of the destinations on the War Risk list? [War Risk List](#)
- Are any of the destinations on US travel warning list? [US Travel Warning List](#)

If travel is not on any of the three applicable lists above, proceed to Section 8.

If travel request is less than 5 days notice, please provide reason for late request:

<table>
<thead>
<tr>
<th>Lodging Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging Address</td>
<td></td>
</tr>
<tr>
<td>Lodging Phone</td>
<td></td>
</tr>
<tr>
<td>Additional Lodging Info</td>
<td></td>
</tr>
<tr>
<td>Mode of Travel</td>
<td>Taxi</td>
</tr>
<tr>
<td>---------------</td>
<td>------</td>
</tr>
<tr>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Airports used while traveling</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional security measures being taken</td>
<td></td>
</tr>
</tbody>
</table>

7. COMPLETE ONLY IF GROUP TRAVEL

<table>
<thead>
<tr>
<th>Primary Coordinator Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Coordinator Email</td>
<td></td>
</tr>
<tr>
<td>Site name</td>
<td></td>
</tr>
<tr>
<td>(Collaborator/partner)</td>
<td></td>
</tr>
<tr>
<td>Site Primary Contact Name</td>
<td></td>
</tr>
<tr>
<td>(Collaborator/Partner)</td>
<td></td>
</tr>
<tr>
<td>Site Primary Contact Email</td>
<td></td>
</tr>
<tr>
<td>(Collaborator/Partner)</td>
<td></td>
</tr>
</tbody>
</table>

8. ATTACHMENTS - Maximum of 3 files/documents

Attach supporting documents and/or participant list

Click here to attach a file

Submit

Please Note: This request will be automatically emailed to the Program Administration Staff at Alliant Insurance, Inc. If this request should be on a "rush basis" you should also contact either of the following individuals to be sure they received your request:
Van Rin: vrin@alliant.com (415) 403-1408
Stacey Weeks: sweeks@alliant.com (415) 403-1448
Assistance Services (EuropAssist)

- Pre-Departure Information
- Travel Medical Emergency Services
- Medical Evacuation & Repatriation
- Emergency Travel Assistance

Contact Information:

ACE Travel Assistance Program
1-800-243-6124 (Inside the USA)
1-202-659-7803 (Outside the USA Call Collect)
[OPS@europassistance-usa.com](mailto:OPS@europassistance-usa.com)
Foreign Travel Questions?