


Risk Management
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www.calstate.edu

MEMORANDUM

DATE: October 27, 2014

TO: Chancellor's Office Executive Staff
Vice Presidents, Business Administration
Vice Presidents/Provosts, Academic Affairs
Executive Assistants to Presidents
Campus Risk Managers

FROM: Zachary Gifford, Associate Director
Systemwide Risk Management 

Code: RM 2014-01 (Supersedes: RM 2013-01)

SUBJECT: High Hazard International Travel
Approval Process and Requirement to Purchase Insurance

Effective January 1, 2015, this memorandum supersedes Technical Letter RM 2013-01 and confirms the delegation of authority to the Campus Presidents, or their designees, to approve high hazard international travel for faculty, staff, or students who travel on CSU business. High hazard international travel is defined as travel to any country on the US 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. Campus President international travel to high hazard countries must be approved by the Chancellor.

Note that high hazard international travel to "War Risk" countries must continue to 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 FTIP via CSURMA and report their trips as soon as practical, but no less than 30 days prior to departure for high hazard international travel. Trips must be reported and a FTIP form can be found at <http://www.csurma.org/>.

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

Because high hazard international travel destinations require underwriter approval, trips must be reported far enough in advance of the trip as possible. Campuses are advised to check the U.S. State Department website http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and Systemwide Risk Management's website http://www.calstate.edu/risk_management/ for the most current high hazard international travel warning information. Both lists are subject to change.

FTIP provides coverage anywhere in the world that is not the United States of America (including territories and possessions) and any country or jurisdiction which is the subject of trade or economic sanctions imposed by the United States of America.

Subject to terms, conditions and applicable exclusions, FTIP benefits include but are not limited to the following:

- General Liability
- Excess Auto Liability
- Primary Medical Expense & Emergency Medical Benefits
- Emergency Medical Evacuation
- Repatriation of Remains
- Political Evacuations & Repatriation Benefit War Risk Coverage
- Accidental Death & Dismemberment Benefit

It is recommended that all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This is a system utilized by the U.S. State Department to connect with the traveler, providing information should conditions change in the foreign location and assisting the traveler in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is <https://travelregistration.state.gov> Should you have any questions, please contact Zachary Gifford, Systemwide Risk Management at 562-951-4580 or zgifford@calstate.edu

Process for Campus Presidents' Approvals for High Hazard International Travel

- Regardless of high hazard international travel or other international travel, campuses have the authority to develop their own travel approval process.
- Every effort should be made to request FTIP coverage 30-days prior to travel by providing the travel request approved by the Campus President or their designee to the CSURMA program administrator, Alliant Insurance Services – for any and all travel to high hazardous countries.
- Requests made to the program administrator **with less than five business days' notice** may not be considered.
- The website for Systemwide Risk Management has resource links available to the appropriate memos and lists (http://www.calstate.edu/risk_management/).

For more information, contact Stacey Weeks at (415) 403-1448, or in Ms. Weeks' absence contact Van Rin at (415) 403-1408.

Should you have questions regarding the travel/insurance, please email Zachary Gifford, Systemwide Risk Management at zgifford@calstate.edu or by calling Systemwide Risk Management at (562) 951-4580.

c: Timothy White, Chancellor
Steve Relyea, Executive Vice Chancellor and Chief Financial Officer
George Ashkar, Assistant Vice Chancellor, Financial Services