Date: January 1, 2014

To: Faculty and Staff

From: Harry Hellenbrand
Provost and Vice President for Academic Affairs

Subject: Mandatory Foreign Travel Insurance

Employees traveling internationally on CSUN-related business and activities are required to obtain travel insurance through the CSU Foreign Travel Insurance Program (FTIP). It is important that employees who must travel do so in a safe manner and meet all necessary requirements as discussed in the travel policy:

- Travel deemed as CSUN business travel; i.e. conferences, presentations, research, etc.
- Faculty on Sabbatical leave for research purposes are considered to be conducting CSUN business. They are required to obtain Foreign Travel Insurance.
- Sponsored Programs, listed under the University Corporation, are required to obtain Foreign Travel Insurance.
  http://www.csun.edu/sponsoredprograms/manageyourproject/processingexpenditures/travel.php

If you do not obtain Foreign Travel Insurance and have a signed Request for Approval of Travel, you will not receive reimbursement for the trip.

The first step in the process is to complete the Foreign Travel Insurance Request Form. The form must be filled out completely, including the Emergency Contact information. Email this form to Cyndi Paull in Risk Management. Her email is cyndi.paull@csun.edu and her extension is (818) 677-6830.

There are two types of international destinations: basic travel and high hazardous

Basic Travel:

Allow for at least 15 business days to process insurance request. When you receive the email confirmation from Cyndi Paull, attach it to the Request for Approval of Travel. The Request for Approval of Travel is signed by the traveler, the department chair, the dean, and the PROVOST.
High Hazardous Countries:

High Hazardous travel destinations are not always easily identifiable. Please consult with the Risk Management office or their website (http://www-admn.csun.edu/risk/riskweb_08/travel/high-hazardous-destinations.pdf) to determine the classification of the destination. *(Please note high hazardous classification for countries can change at a moments notice)*

Foreign Travel Insurance for travel to high hazardous countries takes approximately 50 days to bind. Requests made to the Chancellor’s office with less than five business days notice will not be considered.

Travel to high hazardous countries requires the traveler answer seven (7) questions before the Provost and President will sign the Request for Approval of Travel. Risk Management will provide you with the questions. Once received, please respond accordingly. Include a copy to Risk Management and a copy to your Request for Approval of Travel.

*The Approval of Travel Request is signed by the traveler, the department chair, the dean, the PROVOST, the PRESIDENT, and the CHANCELLOR.*

Payment

Risk Management is covering the cost of Insurance premiums for faculty and staff. Failure to advice Risk Management of a trip cancellation will result in payment of the premium by the traveler.

Each College handles the travel process differently. In order to avoid any interruption in your travel plans, please work with your department coordinator, department chair, and College Dean’s office.

**Attachment Packet:**
- Foreign Travel Insurance Program Process
- Foreign Travel Insurance Program
- Foreign Travel Insurance Request Form
- High Hazardous Destinations (per our Insurance Carrier)
- 7 questions required to be answered for all High Hazardous destinations.