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MEMORANDUM

DATE: March 25, 2013

TO: CSU Presidents

FROM: Benjamin F. Quillian
Executive Vice Chancellor and
Chief Financial Officer

Code: RM 2013-01
Supersedes RM 2011-03 & 2012-03

SUBJECT: International Travel & Requirement to Purchase Insurance

This memorandum supersedes Technical Letters RM 2011-03 and RM 2012-03. Campus president travel to high hazard areas or countries on the U.S. State Department Travel Warning List must be approved by the chancellor. Approval for all other faculty, student, and staff travel to high hazard areas or countries on the US State Department Travel Warning List has been delegated to the Executive Vice Chancellor/Chief Financial Officer.

The following link: https://csyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx will direct you to the approval form for travel to high hazard and State Department travel warning locations. When the form has been completed, please print it and obtain the campus president's signature. Send the form and all supporting documentation electronically to Charlene Minnick, Assistant Vice Chancellor for Systemwide Risk Management and Public Safety at cminnick@calstate.edu, here in the Chancellor's Office.

Travel requests to high hazard areas or countries on the U.S. State Department Travel Warning List require underwriter approval and must be reported as soon as practical, but no less than 30 days prior to the planned departure date. For the most current high hazard/travel warning information, please check the State Department website http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and the High Hazardous Country List at the Systemwide Risk Management's website http://www.calstate.edu/risk_management/. Both lists are subject to change.

ALL faculty, student, and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP).

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

FTIP benefits include but are not limited to the following:

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

Currently premium rates for FY 2012/13 are $60.00 for trips of up to 15 days and $75.00 for trips of up to 30 days in duration per trip/employee, with an additional premium for high-hazardous/war risk countries. For detailed information on coverage and costs, as well as the FTIP form, please visit http://www.csurma.org/.

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 State Department to connect with the traveler; providing information should conditions change in the foreign location and assist you 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 Charlene Minnick, Assistant Vice Chancellor for Systemwide Risk Management and Public Safety at (562) 951-4580 or cminnick@calstate.edu.

BFQ:CM:zg

c: Timothy White, Chancellor
Chancellor's Council
Vice Presidents, Business/Administration
Provosts/Vice Presidents, Academic Affairs
Executive Assistants to Presidents
Risk Managers