Procedures for International Travel

The university makes available insurance coverage to faculty and staff traveling internationally on university business if approval is obtained in advance. Such coverage is required for all international travel on university business and is treated as a reimbursable travel expense subject to department policies and funding.

Insurance coverage for travel is requested by the Risk Management Office on behalf of the faculty member. To initiate a travel insurance request, please provide the following information in a memorandum addressed to the Provost:

Dates of Travel (Departure and Return): Location(s) of Travel:

Purpose of Travel:

A request for travel approval must be received by the Provost at least thirty days in advance of the day of departure. Individuals will also need to submit an *Authorization to Travel on State Business* form <http://www.cpp.edu/~fas/docs/Authorization%20to%20Travle%202016%20F-2963.pdf>

 approved by the Provost. Please attach the *Authorization of Travel on State Business* form to the memo.

Travel permission may be denied if insufficient lead time is not provided, in which case neither the cost for travel nor the cost of insurance will be reimbursed.

The government website <http://travel.state.gov/travel/travel_1744.html> must be consulted to determine if the State Department has issued a travel warning. Should a State Department travel warning be in effect for any location to be visited, the President must also approve the travel request and secure the approval of the Chancellor of the CSU.

Travel to certain countries may require an Extended Risk War Endorsement as determined by the manager of Benefits, Workers' Compensation and Risk Programs. This endorsement requires underwriter review and approval, and the following additional information must be provided:

1. Personal contact information for the traveler while in the country
2. Information on the locations the traveler will be visiting in the country and contact information (e.g., the hotel address and phone number, or contact information for someone local the traveler may know) for each location.
3. The mode of transportation, i.e., train, bus, car, plane, etc. that the traveler will be using from where he/she is staying to where he/she will be conducting university business.

Any students traveling with faculty or staff must purchase international travel insurance. In most cases (unless, e.g., provided for in a grant) the cost will not be paid by the university.

The current insurance coverage includes: emergency medical, travel, personal and security services, assistance with replacement of lost documents, e.g., passports, legal assistance, and updates on security situations, etc.

Please contact Risk Management for additional information.

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