



International Travel Requests Protocols Review and PowerForm Demo

Presented by:
One-Stop Financial Services
Risk Management and Environmental, Health & Safety
Administrative Operations

Friday, June 10, 2022


Subject to Change

Agenda

- 1. International Travel Request – PowerForm Demo**
- 2. Cal State LA – One-Stop Financial Services and International Travel Requests**
- 3. Review CSU Foreign Travel Insurance Program (FTIP)**

International Travel Packet (DocuSign PowerForm Demo)

Revised: May 2022



Request for International Travel

Form Prepared By: _____ Purpose of Trip: _____

I. GENERAL INFORMATION:

Last Name, First Name		Email		Employee ID#	
Department		Extension	Destination of Trip (City/State)		
Departure to Destination	Date	Time	Return from Destination	Date	Time

Home/Remittance Address: _____

 Emergency Contact Name: _____
 Emergency Phone Number/Email: _____

Personnel Classification (Select one in each drop down):
 Traveler Category: _____ Type of Travel: _____

II. FINANCIAL INFORMATION

Account*	Fund*	Department*	Program	Project		Amount(s)
						\$
						\$
						\$
						\$
						\$
** Total Request						

*Required fields

** Total request should include all expenses. In the event expense more than originally request, please submit a memo or email approval from the department to increase the requested amount along with the travel claim.

III. SIGNATURE APPROVALS

Traveling Requestor	Date	Department Chair	Date
Fiscal Officer/Manager	Date	College Dean	Date
Signature of Vice Provost/Provost/VP	Date	Signature of President	Date

Note: Approval from the President is required for countries on the War Risk listing.

IV. REQUEST FOR TRAVEL ADVANCE

Service Center: Please issue a travel advance check to the traveler for the above trip.

Traveler Name / Company

I request the advance by:

Amount(s)
\$
\$
\$
\$
\$
\$

Date

Authorization by Employee (Traveler): This is to authorize the University to report the travel advance as additional income after 30 calendar days upon return of trip.

Signature of Traveler Requesting Advance	Date
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ONE-STOP FINANCIAL SERVICES USE ONLY

Forms Required:

☐ Approved Travel Memo

☐ Form 204 (Non-Employee / Student)

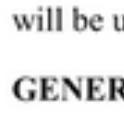
☐ Proof of Travel Insurance

☐ Breakdown of Expenses (Check with traveler's department if needed)

☐ Other _____

Remarks: _____

Travel Advance Information	Check Number/Credit Card	Date	Amount



Risk Management and Environmental Health & Safety
Corporation Yard, Room 244

Request for International Travel Supplemental Information

RMEHS requests the following information as a supplement to the Request for Travel form. The information provided herein will be used to transmit to our insurer for contingent emergency use.

GENERAL INFORMATION

Destination of Travel (Please include city(ies), province, region, state, and country): _____

Travel Date(s): From _____ To _____ Are there personal travel days included? ☐ Yes ☐ No Number of personal days: _____

If yes, please list dates of personal travel. _____

Traveler Type: ☐ Employee ☐ Student ☐ Other Participants (e.g. spouse, dependent, parent, etc.)

Name of employee(s) traveling, phone number(s), and email address(es): _____

Name of student(s) traveling, phone number(s), and email address(es): _____

Name of other participant(s) traveling, phone number(s), and email address(es): _____

SAMPLE

All travelers must complete the following:

- Contact information where traveler(s) will be staying while in foreign or high-hazardous country(ies). (i.e. phone number, email addresses)
- Method(s) of transportation while in country. (i.e. shuttle service, bus, taxi, and rental car, etc.)
- List all airport(s) during international travel.
- Questions or Special Concerns.

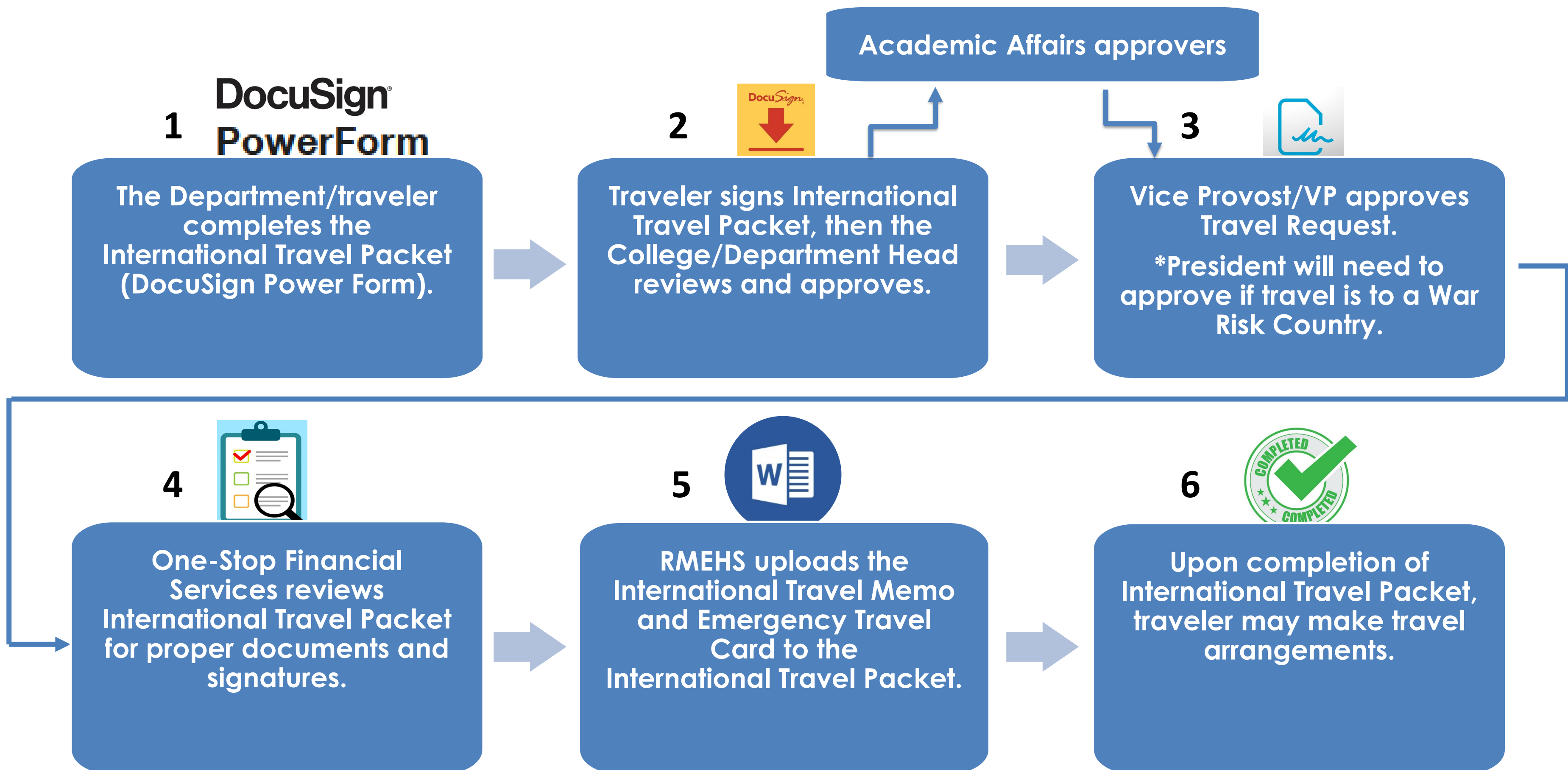
For RMEHS Use Only:

Are any of the destinations on the U.S. Warning List Level 3 or 4, or a "war risk" country? ☐ Yes ☐ No

Comments: _____

PowerForm Link: <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d1470f56-d973-4906-8ab4-78f73d3e1ae8&env=na2&acct=7891c003-1b6a-4447-a52d-e722502ecfaa&v=2>

International Travel Request Workflow



One-Stop Financial Services (Documents Review)

Initial Review:

- Approved Request for International Travel Form (RFT)
- Supplemental Information Form
- Conference registration/agenda/event information
- Letter of invitation (if any)
- Email communications (if any)

Final Review:

- Above documents and the following:
- Approved International Memo –RMEHS
- Emergency Travel Card --RMEHS

Travel arrangements can be made after the International Travel Packet has been approved.

CSU Foreign Travel Insurance Program (FTIP)

- CSU Employees and registered students traveling on official University business are covered for a wide variety of accidents and incidents
 - **Others** – Registered Volunteers
- All employees for Auxiliary Organizations
- Outside of the United States
- **14 days personal deviation coverage

Travel Assistance Services Provided

- 24/7 access to emergency assistance
- Emergency Medical Services
- Emergency Travel Services
- Information Services
- Security Evacuation Services



Emergency Medical Services Provided

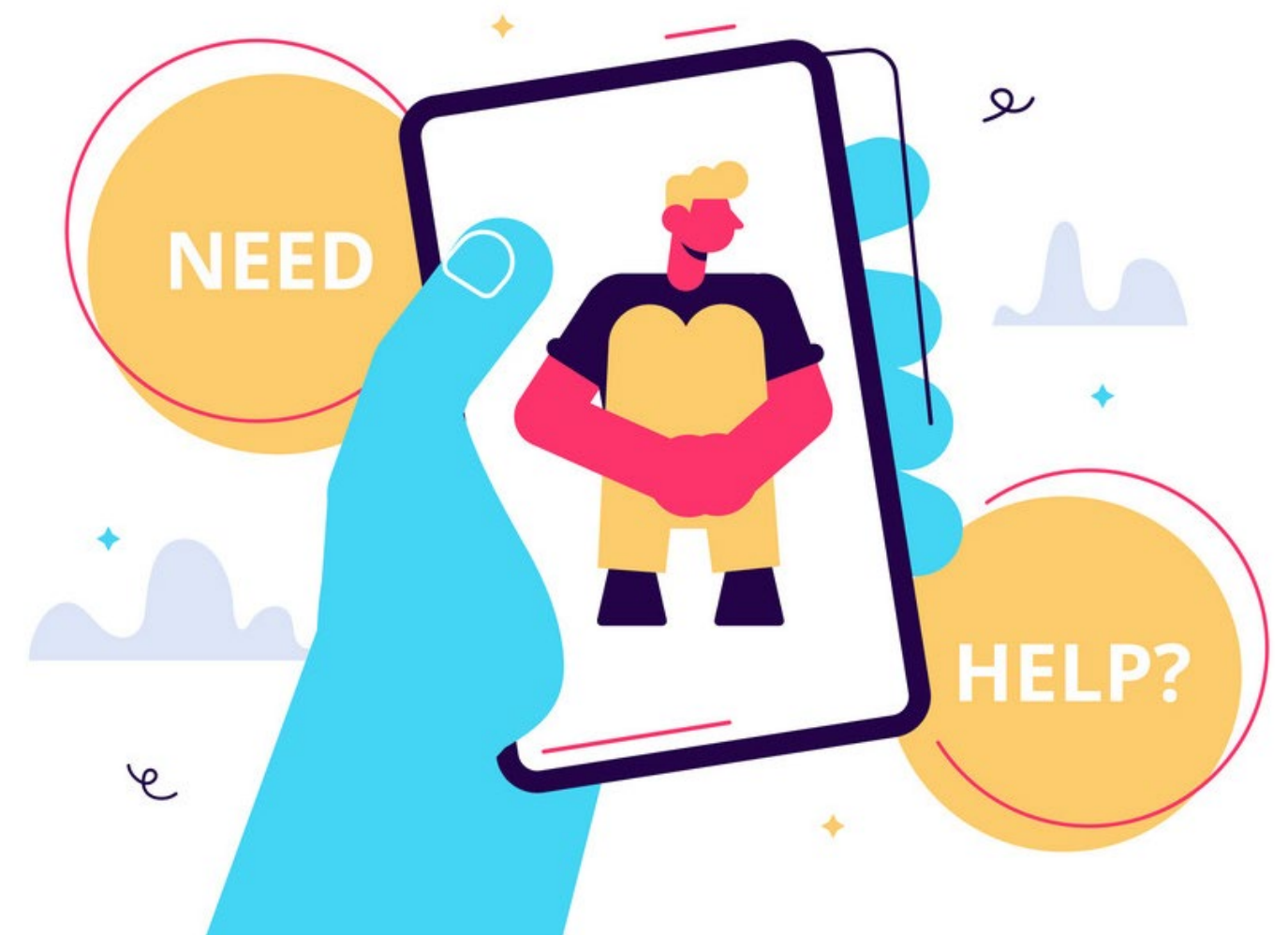
- Medical Monitoring
- Doctor, hospital, dentists and dental clinic referrals
- Replacement of eyeglasses or medication
- Emergency medical payments
- Emergency medical transportation*
- Medical evacuation or repatriation*
- Dispatch of doctor or specialist
- Traveling companion assistance
- Return of your dependent child
- Visit by a family member or friend
- Escort transportation
- Repatriation of remains



* Doctor certification required.

Security Evacuation Services Provided

- On the ground, security assistance in the event of a potentially life-threatening military or political situation while traveling or studying abroad.
- Crisis hotline and security assistance center to discuss any safety concerns about travel locations or to secure immediate assistance while traveling.
- A secure, web-based system for tracking global threats and receiving location-based intelligence.



Emergency Travel Services

- Emergency message relay to relatives, friends and business associates
- Emergency cash
- Legal assistance / bail
- Emergency travel arrangements
- Location of lost luggage, documents and personal items
- Assistance with foreign language and interpretation problems



CSU Emergency Notification – During Travel

- CSU System wide notification to RMEHS
- RMEHS confirms Cal State LA traveler(s) in area and contact information via Campus Departments (College, Education Abroad, Global Education, etc.)
- RMEHS sends email to campus for additional traveler(s) in area
- RMEHS sends traveler safety confirmation email



Safety Confirmation Email - Sample

- Dear Cal State LA Employee or Student, Cal State LA has received updates regarding significant world events which may affect the health and safety of Cal State LA faculty, staff and students. It is our understanding you are currently in _____. In light of the recent _____, please confirm your safety.
- For immediate assistance:_____. Please reference your policy number and _____when making a call. I can be reached at (323) 343-3527 or nnirava@calstatela.edu.

Nida Niravanh, Director, Risk Management and
Environmental, Health and Safety

Pre-planning Prior to Travel

- Pre-planning needs to occur as far in advance as possible prior to International Travel Packet (DocuSign Power Form) approval process.
- All travelers traveling internationally should enroll to State Department's Safe Traveler Enrollment Program (STEP).

<https://travelregistration.state.gov>

- High Hazardous/War Risk Listing by Risk Level

https://www.calstatela.edu/sites/default/files/groups/Risk%20Management%20And%20Environmental%20Health%20%26%20Safety/documents/21-22_hhw_risk_list_approved_092721.pdf

Scenarios for International Travel Memo

- 1) If non high hazardous levels 1 & 2, RMEHS can approve International Travel Memo.
- 2) If high hazardous levels 3 & 4 countries, Vice Provost/VP needs to approve International Travel Memo.
 - a) Required to report trip <30 days prior to departure.
- 3) If war risk country, President needs to approve International Travel Memo.
 - a) Chancellor's Office approval needed.

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

<https://calstate.policystat.com/policy/6946590/latest/>

International Travel Memo Sample



CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

DATE: February 28, 2022
TO: Amy Bippus, Vice Provost for Academic Affairs
FROM: Nidavone Niravanh, RMEHS
COPIES: L. Bohannon, A. Lim, servicecenter@calstatela.edu
SUBJECT: Country Travel Recommendation for [REDACTED]
From March 6, to March 13, 2022
To Berlin, Germany – Level 4

The Risk Management & EHS (RMEHS) Office has conducted a review of the proposed travel for [REDACTED] to the above country pursuant to Cal State LA delegated protocol.

- Review the attached State Department Travel Warning and COVID-19 Information for Germany at [Germany International Travel Information \(state.gov\)](https://travel.state.gov), and [COVID-19 Information - U.S. Embassy & Consulates in Germany \(usembassy.gov\)](https://usembassy.gov)
- Review the attached CDC International Travel During COVID-19 Advisory at: [COVID-19 in Germany - COVID-19 Very High - Level 4: COVID-19 Very High - Travel Health Notices | Travelers' Health | CDC](https://www.cdc.gov/travel/2020/s0210-covid-19-very-high-level-4/)
- Receive and review the CSURMA Travel Assist Card issued by the CSU.
- Register with the State Department's Safe Traveler Enrollment Program (STEP) at [US Department of State Smart Traveler Enrollment Program](https://step.state.gov)

Acknowledgement of the recommendations and their completion will constitute approval by the RMEHS Office. Please acknowledge below with either a check for approval or denial regarding this scheduled travel as related to the stipulations above and return to the RMEHS Office for further processing with the CSU insurance carrier.

If there are any questions you might have regarding this memorandum, please do not hesitate to contact me at 3-3544.

Amy Bippus

Date

Approval _____

Denial _____

FAQs

- **How long does the RFT take to be approved?**

- The RFT approval time frame is dependent upon the completion of the review and the necessary authorizations.

- **Who should I contact for status of the RFT approval?**

- For status of the RFT approval, call: 323-343-5430.

- **Can I book my flight before I get the RFT approval?**

- No. You may be responsible for your own travel expenses if you make the reservations prior to receiving the RFT approval.

- **Can I travel or depart before I get the RFT approval?**

- No. No travel arrangements or travel should be made prior to receiving the RFT approval, which includes all supports travel documents.

- **What if my travel plans change after I receive the RFT approval?**

- You will need to resubmit a new RFT. This is considered a new or different travel request.

- **What if I have to rent a car in the foreign country?**

- If you are renting a vehicle in a foreign country, you will need to purchase the auto insurance offered at the rental agency.

- **Are personal days covered under the FTIP?**

- There are 14 personal deviation days allowed under FTIP.

References:

- CSU Travel Policy:
<https://calstate.policystat.com/policy/10485892/latest/>
- One-Stop Financial Services (Responsible for all travel related reimbursements):
<https://www.calstatela.edu/finance-onestop/travel>
- Risk Management and Environmental Health & Safety:
<https://www.calstatela.edu/ehs>



Contact Us

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www.calstatela.edu/ehs