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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](mailto: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](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/](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).

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**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](mailto: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