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)
# Request for International Travel

**Purpose of Trip:**

**I. GENERAL INFORMATION:**

- **Last Name:** 
- **First Name:** 
- **Email:** 
- **Employee ID:** 
- **Department:** 
- **Description:** 
- **Destination of Trip:** (City/State) 
- **Departure to Destination:** 
- **Date:** 
- **Time:** 
- **Return from Destination:** 
- **Date:** 
- **Time:** 
- **Home/Residence Address:** 
- **Emergency Contact Name:** 
- **Emergency Phone Number/Email:** 

**Personal Identification:** (select one or click down)

- **Traveler Category:** 
- **Type of Travel:**

**II. FINANCIAL INFORMATION:**

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*Amount** Total Request: 

**III. SIGNATURE APPROVALS:**

- **Traveling/Requesting:** 
- **Date:** 
- **Department Chair:** 
- **Date:** 
- **Assistant Officer/Manager:** 
- **Date:** 
- **Signature of Vice-President/President/AP:** 
- **Date:**

**IV. REQUEST FOR TRAVEL ADVANCE:**

- **Traveler Name/Company:** 
- **Amount($)** 
- **Emigrant the advance by:** 

**AUTHORIZATION:**

- **Authorization by Employee (Traveler):** To authorize the University to request the travel advances as additional income after 30 calendar days upon return of trip.

**Signature of Traveler Requesting Advance:** 

- **Date:**

**ONE-STOP FINANCIAL SERVICES USE ONLY:**

- **Form Requested:**
  - [ ] Approve Traveler Name
  - [ ] Form (Non-Employee/Student)
  - [ ] Proof of Travel Insurance
  - [ ] Breakdown of Expenses (Check with traveler's department if needed)
  - [ ] Other:

**Remainders:**

- **Travel Advance Information:**
  - **Check Number/Credit Card:** 
  - **Date:** 
  - **Amount:**

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**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:** From _______ To _______ Are there personal travel days included? [ ] Yes [ ] No Number of personal days: 

If yes, please list dates of personal travel:

- **Traveler’s 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 participants traveling, phone number(s), and email address(es):**

**All travelers must complete the following:**

1. **Contact information where traveler(s) will be staying while in foreign or high-hazard country/ies.** (i.e., phone number, email addresses)

2. **Method(s) of transportation while in country.** (i.e., shuttle service, bus, taxi, and rental car, etc.)

3. **List all airport(s) during international travel:**

4. **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

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**For Documentation:**

- **Comments:**

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**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

1. The Department/traveler completes the International Travel Packet (DocuSign Power Form).

2. Traveler signs International Travel Packet, then the College/Department Head reviews and approves.

3. Vice Provost/VP approves Travel Request. *President will need to approve if travel is to a War Risk Country.

4. One-Stop Financial Services reviews International Travel Packet for proper documents and signatures.

5. RMEHS uploads the International Travel Memo and Emergency Travel Card to the International Travel Packet.

6. Upon completion of International Travel Packet, traveler may make travel arrangements.
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
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 Niravanah, 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
  
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/
DATE: February 28, 2022
TO: Amy Bippus, Vice Provost for Academic Affairs
FROM: Nidavone Niravan, 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.


- 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.

[Check] Approval [Date]

[Check] Disapproval [Date]
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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