

ACADEMIC AFFAIRS - INTERNATIONAL TRAVEL PROTOCOL

It is the responsibility of the traveler/preparer to follow the guidelines on the Risk Management Website regarding International Travel. This includes checking the Risk Management website to verify whether or not all destinations on the traveler's itinerary are under a U.S. State Department travel warning or alert. http://www.csusm.edu/rms/rm/foreign_travel_insurance.html

It is the responsibility of the Provost's Office to verify that all appropriate documentation accompanies any international travel request in order for the insurance carrier to issue the required policy prior to the Presidents review.

The University discourages incurring any travel related expenses prior to final approval of travel. *(This will result in non-reimbursement if the authorization request is not approved.)*

The submission deadlines to the Provost Office for International Travel Requests are as follows:

- **40 Days – If a travel warning is in place. (These requests must be approved by the Chancellor's Office no later than 30 days prior to departure.)**
- **30 Days – If no warning is in place.**

The three acceptable travel approval forms (as appropriate) are:

- General Fund Request for Travel Approval – (Green)
- Request for Student Travel Approval and Funding
- UARSC Travel Request

Submission to Provost must include:

- A Completed Transmittal Form (Yellow)
- A Completed Travel Authorization Request that includes ALL destinations on the itinerary. This form must be complete with estimates of all costs associated with the travel which include but are not limited to registration, airfare, lodging and meals. (Lodging and meal estimates must be consistent with the US Department of State's allowable International Per Diem by location.)
http://aoprals.state.gov/web920/per_diem.asp
- Back up documentation regarding the event or purpose of travel.
- A Printed copy of the State Departments Travel Warning & Alert Lists.
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
- A completed Foreign Insurance Request Application.
http://www.csusm.edu/rms/rm/foreign_travel_insurance.html

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1. The Academic Affairs Operations & Resource Analyst will verify that the State Department list is current and that the submission and travel dates are consistent with the Policies of The Division of Academic Affairs, The University and the Chancellors Office.
2. The request will be forwarded to the Provost for review and approval.
3. If the travel destination **IS** on the Travel Warning List:

The President will review and if deemed appropriate, the request will go forward to the Chancellor's office for review and final approval.

The Provost Office will send a scanned copy of the Insurance Application and the approved Travel Authorization to the appropriate travel coordinator instructing them to submit the insurance application as well as a copy of the Chancellors Office approval to Risk Management indicating that the response should include a cc: to Carol Givens and Marcy Boyle.

Risk Management will notify the Traveler and cc: Carol and Marcy when the foreign travel insurance is in place.

4. If the travel destination **IS NOT** on the Travel Warning List:

The Provost Office will send a scanned copy of the Insurance Application and the approved Travel Authorization to the appropriate travel coordinator instructing them to submit the insurance application to Risk Management indicating that the response should include a cc: to Carol Givens and Marcy Boyle.

Risk Management will notify the Traveler and cc: Carol and Marcy when the foreign travel insurance is in place.

The Provost's Office staff will forward the Travel Authorization along with the insurance confirmation for the President's approval.

5. Once the appropriate final approval signatures are in place, the travel requests & documentation will be returned to the appropriate travel coordinator to be held until the travel is complete and a final reimbursement claim is submitted by the traveler.

NOTE: Student Travel –

International Travel Insurance is also required for all students. There is a separate process for obtaining insurance for student travel. Please see the Risk Management website for this process.