

# ACADEMIC AFFAIRS - INTERNATIONAL TRAVEL PROTOCOL

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1. ***It is the responsibility of the traveler/preparer to follow the travel guidelines on the Planning & Academic Resources Website.*** 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 or location is listed as High Hazard/War Risk. (War Risk requests must be approved by the Chancellor’s Office.)
- **30 Days** – If no warnings are in place.

## **STEP #1: Submit complete travel request package to the Provost’s office as follows:**

1. Transmittal Form (Yellow)
2. Travel Authorization Request form which 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 DOD Per Diem Rates.)  
<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>  
The three acceptable travel request forms (as appropriate) are:
  - ✓ General Fund Request for Travel Approval – (Green)
  - ✓ Request for Student Travel Approval and Funding
  - ✓ UARSC Travel Request
3. Proof of traveler’s enrollment in Safe Traveler Enrollment Program (STEP). All destinations and dates must match travel request form as well as the insurance application form. (Print a screen shot of trip registration **confirmation** page).
4. Printed copy of the State Departments Travel Warning List.
5. Printed copy of the High Hazard/War Risk List.
6. Completed Foreign Travel Insurance Request Form detailing all destinations and contact phone numbers.
7. Back up documentation regarding the event or purpose of travel.
8. **If destination IS on the War Risk list:**
  - [http://www.calstate.edu/risk\\_management/rm/documents/CSURMA\\_HighHazardList.pdf](http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf)
  - a. Printed hard copy of the High Hazard/War Risk Travel Form
  - b. Electronic submission of High Hazard/War Risk Travel Form

## **STEP #2: Planning & Academic Resources Office (PAR)**

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1. The AA Resource/Operations Manager will verify that the travel request is consistent with the Policies of the Division of Academic Affairs, the University and the Chancellor's Office. *Note: If the package is incomplete or incorrect, it will be returned to the submitting department for correction(s).*
2. The verified request will be forwarded to the Provost for review and approval.
3. If the travel destination **IS NOT** on the War Risk List:
  - a. The PAR Office will email the travel coordinator or traveler of preliminary approval with instructions to forward the request to Risk Management requesting international travel insurance.
  - b. Upon confirmation of insurance, Risk Management will notify the department travel coordinator, traveler and PAR office staff.
  - c. The PAR Office staff will forward the travel request along with the confirmation of international insurance to the President for approval.
  - d. Once the appropriate final approval signatures are in place, the travel request package will be returned to the travel coordinator to be held in the department until the travel is complete and a final reimbursement claim is submitted by the traveler.
4. If the travel destination **IS** on the War Risk list:
  - a. The PAR Office staff will enter the data on Chancellor's Office High Hazard Travel Form and print a hard copy for the President's signature (approval). Once the President has approved the request it will be forwarded to the Chancellor's Office for review and final approval and insurance policy.
  - b. Upon notification of confirmation of final approval and insurance, The PAR Office staff will notify the travel coordinator or traveler when the travel request package is ready to be retrieved. The approved request is to be held in the department until the travel is complete and a final reimbursement claim is submitted by the traveler.

### Student Travel –

For information and required forms, please visit the [Planning and Academic Resources](#) website. CSU Travel Insurance is required for all students traveling internationally.