

Requesting Foreign Travel Insurance

Instructions

CHECK with your division/department to ensure you are following the required protocols

COMPLETE a Travel Request

- Requests will be routed to the traveler's One-up Manager, Funding Authority, and then to the President or designees. War risk areas also need to be approved by the Chancellor's Office

VERIFY Hazard Level of Destination: May require Chancellor's Office approval

- [High Hazard and War Risk](#) lists - as designated by the Chancellor's Office & Insurance Center
- [State Department Travel Warnings](#)

ENROLL in the [Safe Traveler Enrollment Program](#) (STEP) - *Available only to U.S. citizens*

COMPLETE [Foreign Travel Insurance Request Excel Form](#)

SUBMIT the following to the Travel Office

- Completed Foreign Travel Insurance Request Excel Form
- Proof of enrollment in STEP program (screen capture is acceptable)
- Verification of High Hazard Status - travel to war risk areas require Chancellor's Office approval first before insurance can be procured

Travel Checklist for domestic

- [Travel Checklist](#)