

**Business and Finance**  
401 Golden Shore, 5th Floor  
Long Beach, CA 90802-4210

**Steve Relyea**  
Executive Vice Chancellor and  
Chief Financial Officer

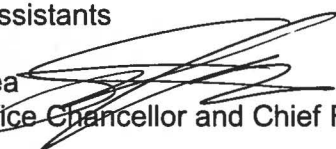
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[www.calstate.edu](http://www.calstate.edu)

**DATE:** December 10, 2014

**TO:** Campus Presidents

**CC:** Chief Administrators and Business Officers  
Campus Risk Managers  
Systemwide Risk Management  
Auxiliary Organizations Executive Directors  
President Assistants

**FROM:** Steve Relyea   
Executive Vice Chancellor and Chief Financial Officer

**SUBJECT:** CSURMA Delegation of Approval High Hazardous Countries

Effective January 1, 2015, Chancellor White has delegated additional authority to campus presidents, or their designee, for approval of foreign travel. Campuses now have authority to approve travel to high hazard areas, countries on the U.S. State Department Travel Warning List and the CSURMA High Hazard Country List. It is recommended that authority only be delegated on occasions wherein the president is not on campus. President travel to high hazard areas will continue to be approved by the Chancellor.

Approval of "War Risk" Country Travel – Campuses must refer to the Chancellor's Office for prior approval for travel to countries designated "war risk" by the Foreign Travel Insurance Program (FTIP) underwriters. All employees, faculty and students who travel internationally on CSU business are required to use the FTIP via the California State University Risk Management Authority (CSURMA) and report their trips as soon as practical, but no less than 30 days prior to departure for travel to high hazard or countries on the U.S. State Department Travel Warning List. Regardless of high-hazard travel or other international travel, campuses have the authority to develop their own travel approval process.

Please confirm your campus' designated representative for approving foreign travel to high hazard/U.S. State Department Warning List travel.

**Designee:**

\_\_\_\_\_  
Name & Title

Please send your response to Stacey Weeks, CSURMA Program Administrator, at [sweeks@alliant.com](mailto:sweeks@alliant.com) or fax to (415) 874-4810 no later than **December 18, 2014**. Thank you for your assistance in this matter.

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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