

Business and Finance
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Steve Relyea
Executive Vice Chancellor and
Chief Financial Officer

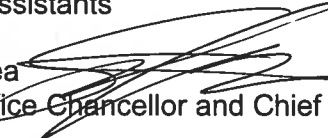
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DATE: December 10, 2014

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 or fax to (415) 874-4810 no later than **December 18, 2014**. Thank you for your assistance in this matter.

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