



**SAN FRANCISCO  
STATE UNIVERSITY**

**ENTERPRISE RISK MANAGEMENT**

1600 Holloway Avenue, ADM 260

San Francisco, CA 94132-4260

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INSTRUCTIONS TO COMPLETE REQUEST FOR FOREIGN TRAVEL INSURANCE FORMS

Notice of Travel Risks

Review the information and type or print your name and date in the designated areas of this PDF interactive document. The printed form should be signed by the traveler and kept with the sponsoring University department for 3-years as per campus practice.

Release of Liability and Hold-Harmless agreement

Review the information and type or print the requested information about your travel on this PDF interactive document. Travelers under 18-years of age require parent/guardian signature on the Release of Liability and Hold-Harmless agreement. The printed form should be signed by the traveler and kept with the sponsoring University department for 3-years as per campus practice.

Foreign Travel Insurance Request and related forms

**Provide requests for foreign travel insurance at least 45-business days in advance of departure from the U.S. Departures to Canada and Mexico require foreign travel insurance purchase.**

*Travel Information.* List the city, country for your travel destination(s). When traveling to several cities and countries, list the date of travel for each destination city and country.

*Trip Leader/Primary Traveler.* Provide your passport name on the form (ex. Joseph Smith rather than Joe Smith). If you are traveling alone, list yourself as the trip leader. List your S.F. State status (ex. faculty, staff, student, or other and describe your relationship to the University). The University's insurance administrator requires complete information about your trip including an emergency contact and their relationship to you. Provide the title of your conference or meeting and provide description and/or purpose of your international travel and the University department sponsoring your travel (i.e. invited speaker, professional development, etc). If you are traveling on ORSP grant funds, indicate ORSP as the sponsoring University department. Provide complete information to avoid insurance processing delays.

*Participant List form.* Complete this form **ONLY** when traveling with a group of two or more. Provide the full emergency contact information and attach this to the foreign travel request form. If you are traveling alone, be sure that complete the emergency contact information is provided in the section under trip leader on the foreign travel insurance request form. Each traveler who is a student or non-SFSU faculty or staff should complete the Release of Liability forms as well.

*Foreign Travel Schedule form.* Complete this form only when traveling with a group of two or more. Provide the passport name of each traveler's departure/return date to the U.S. and SF State University status and attach this to the foreign travel request form.

*Itinerary & Trip Details.*

- Primary/secondary accommodations. Provide complete information on the hotel name, address, and contact phone numbers for *each* destination city and country in the event the University or your department needs to contact you urgently. Attach a separate itinerary with dates of travel and foreign destination addresses as needed.
- General activities. Provide general information about your activities at your international destination(s) such as attending a professional meeting or conference. If travel is related to an academic course, attach a course description and itinerary. Attach separate sheets as needed to your foreign travel insurance request.
- Transportation. The insurance administrator requests information on how you will travel after you reach your international destination (ex. train, taxi, bus, public transportation, etc.). If you are renting a car or chartering ground transportation at your foreign destination, contact Enterprise Risk Management to ensure that appropriate foreign vehicle liability insurance is obtained.

*Name of Person Authorized to Approve Travel*

Provide the name and title of the person authorized to approve your international travel. Usually this is the Department Chair, Director, or Administrator for your department or college. The person authorized to approve travel is responsible for confirming the department's chartfield recharge account number and travel insurance purchase to Enterprise Risk Management. Complete information is required to avoid any processing delays. If an ORSP grant or other funding will be used to pay for your foreign travel insurance, provide the name and contact information of that grant/fund administrator and the expiration date of the ORSP grant or fund.

*\*Department Chartfield Re-Charge Account Number*

Departments must provide department chartfield recharge account numbers. Enterprise Risk Management will recharge departments for the foreign travel insurance premium cost. ORSP grant chartfield numbers provided must list the grant expiration date. The chartfield number must include the fund number, 4-digit department ID, and the project number when applicable.

***Please note, international travel expense will not be reimbursed for unauthorized travel. Questions related to foreign travel insurance may be directed to [riskmgmt@sfsu.edu](mailto:riskmgmt@sfsu.edu)***