



Foreign Travel Checklist

As per the CSU Travel policy and the University's travel procedures, obtain appropriate College Dean or Vice-President approval for foreign travel on the RAT (Request for Authorization to Travel) form. NOTE: Faculty traveling internationally on University business must obtain Department Chair and College Dean signature on the RAT form. Enterprise Risk Management will facilitate Provost and President review and approval.

Complete a Request for Foreign Travel Insurance Program (FTIP) form available from Enterprise Risk Management 45-business days advance notice of departure from the U.S. is required for timely processing.

Check whether your foreign country destination is listed on the CSURMA high-risk/war-risk country travel list. If so, then complete the Request for Travel to High Risk Country form. Consult the US State Department Travel Warnings website to help mitigate the risks associated with travel to the high risk country destination. You may also contact Enterprise Risk Management at riskmgmt@sfsu.edu for further information.

Request property (Inland Marine) insurance for any University-owned equipment to be taken to any international destination from Enterprise Risk Management.

Prepare a detailed itinerary of scheduled destinations and activities while in the host country. List scheduled destinations, alternate destinations, foreign country host contact name(s), foreign addresses and foreign emergency contact phone numbers, in the event the University needs to contact you due to an emergency.

Obtain completed and signed release of liability waiver from each *non-employee* travel participant. Per CSU audit guidelines, liability release forms are kept with sponsoring department's files for at least 3 years.

Complete a Participant List (**only when there are 2 or more travelers**). The sponsoring department should keep a copy on file in the event of an emergency.

When traveling with a group, arrange for at least one orientation meeting for all confirmed travel participants which provides information on all travel logistics (i.e. travel medical and health concerns, cultural differences, laws within the host country, modes of transportation, departure and return to the U.S., appropriate clothing and packing tips, etc.)

Provide current health and safety information to travel participants. Review the CSU's Foreign Travel insurance policy and procedures to request medical or travel assistance.

Communicate codes of conduct for all faculty, staff, and students as representatives of San Francisco State University and the consequences of non-compliance.

Develop and review an emergency or crisis plan for your travel group. Provide a written plan which may include a list of emergency phone numbers and alternate contacts for travel participants while traveling in the host country.

Provide training for any specialized equipment to be used on the trip. Plan for and accommodate students with special needs.