

**Faculty-Led Study Abroad Program
Checklist**

INSTRUCTIONS: Provided below is a list of required Foreign Travel Insurance Program (FTIP) forms for a Faculty-Led Study Abroad (FLSA) request.

FLSA information are available on the College of Extended Learning (CEL) website at <https://cel.sfsu.edu/studyabroad/facultyleader>

Other documentation (i.e. proposals, etc.) are required in advance of the FTIP forms.

Contact Alexander Chang from CEL at achang@sfsu.edu or 415-817-4232

All forms will be returned to the College/Department if they are submitted to Enterprise Risk Management.

| | FTIP Forms | Faculty or Staff | Students | Volunteer |
|--|--|--|--|----------------------------|
| | Concur Travel Request (online submittal) | Online form required for travel reimbursements | NA | NA |
| | Request for Authorization to Travel (RAT) | NA | Required for each student traveler | NA |
| | Request for Foreign Travel Insurance Program (FTIP) | One form required for the Trip Leader, which is normally a faculty | NA | NA |
| | Acknowledgment of Travel Risks During the COVID-19 Pandemic | Required for each traveler | Required for each traveler | NA |
| | Release of Liability - Air/Ground Travel | NA | Required for each traveler | NA |
| | Request to Appoint Volunteer | NA | NA | Required for each traveler |
| | Foreign Travel Schedule | Required for each FLSA request | NA | NA |
| | Participant List | Required for each FLSA request | NA | NA |
| | <i>If the country is listed under the CSURMA High Hazardous countries list, the following form is also required.</i> | | | |
| | Request for Travel Approval to High-Risk Country | Required for each traveler | Required for each traveler | Required for each traveler |
| | <i>If the traveler is under 18 years of age, the following form is also required for a student traveler.</i> | | | |
| | Minors Medical Consent Form | NA | Required for each traveler under 18 years of age | NA |