

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	Required for each traveler
	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