

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.

Please contact ShanShan Liu from CEL at ashan@sfsu.edu, or (415) 817-4228.

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

Trip Leader Name: _____

Total # of faculty (including trip leader): _____

Destination: _____

Total # of students: _____

Program Dates: _____

Total # of volunteers: _____

Course: _____

Total # of travelers: _____

✓	Foreign Travel Insurance Program (FTIP) Forms	# Pages	Faculty or Staff	Students	Volunteer	Notes
	Foreign Travel Schedule	1 page	One list required for each FLSA request	NA	NA	
	Double check the travel dates. These dates will be used to insure the group for foreign travel insurance.					
	Notify ERM of any changes or withdrawals.					
	Participant List	1 page	One list required for each FLSA request	NA	NA	
	Make sure all the emergency contact names and information are included for all travelers.					
	Notify ERM of any changes or withdrawals.					
	Concur Travel Request (online form)	multiple	Online form required for travel reimbursements	NA	NA	
	Make sure the travel dates match with the dates on the FTIP form and the Foreign Travel Schedule form.					
	If the dates are different for each traveler, make sure to list the dates on the Foreign Travel Schedule. The dates on the Foreign Travel Schedule will be used to insure the group for foreign travel insurance.					

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	Request for Authorization to Travel (RAT)	1-2 pages	NA	Required for each student traveler	NA	
	Make sure each form is signed by each traveler, Department Chair and the Dean.					
	Save the same forms in one pdf file in alphabetical order by last names before uploading in DocuSign. If there is/are corrections, make sure to delete the incomplete forms before uploading in DocuSign.					
	Request for Foreign Travel Insurance Program (FTIP)	1 page	One form required for the Trip Leader, which is normally a faculty	NA	NA	
	Make sure this form is complete including the lodging information and Department chartfield where the insurance premium will be recharged. The travel dates should match the Foreign Travel Schedule form.					
	Save the form in one file before uploading in DocuSign.					
	Acknowledgment of Travel Risks During the COVID-19 Pandemic	3 pages	Required for each traveler	Required for each traveler	Required for each traveler	
	Make sure each form is signed by each traveler and contains 3 pages.					
	Save the same forms in one pdf file in alphabetical order by last names before uploading in DocuSign. If there is/are corrections, make sure to delete the incomplete forms before uploading in DocuSign.					
	Release of Liability - Air/Ground Travel	3 pages	NA	Required for each traveler	NA	
	Make sure each page is completed, and Pages 1 and 3 are signed by each student traveler.					
	Save the same forms in one pdf file in alphabetical order by last name before uploading in DocuSign. If there is/are corrections, make sure to delete the incomplete forms before submitting DocuSign.					

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	Request to Appoint Volunteer	1 page	NA	NA	Required for each traveler	
	Make sure each form is complete and signed by an Administrator.					
	Save the same forms in one pdf file in alphabetical order by last name before uploading in DocuSign. If there is/are corrections, make sure to delete the incomplete forms before uploading in DocuSign.					
	If the country is listed under the CSURMA High Hazardous countries list, the following form is also required.					
	Request for Travel Approval to High-Risk Country	1 page	Required for each traveler	Required for each traveler	Required for each traveler	
	Make sure each form is approved by the Dean. If you are submitting one form for the group, you can attach a list which includes all the traveler names. Do not use the Foreign Travel Schedule, or the Participant as an attachment.					
	Save the form in one file before uploading in DocuSign.					
	If the traveler is under 18 years of age, the following form is also required for a student traveler.					
	Minors Medical Consent Form	1 page	NA	Required for each traveler under 18	NA	