



Request for Travel Approval to High Hazard Country

(Refer to the current CSURMA High Hazard Countries List.)

Date: _____

To: Enterprise Risk Management

From: _____ Department: _____

Subject: Request for Travel to High Hazard Country

Traveler Name (First and Last Names) _____

Travel Destination (city and country) _____

Airport code(s) (from/to) _____

U.S. Departure Date (mm/dd/yy) _____ U.S. Return Date (mm/dd/yy) _____

The following information is required for travel to a High Hazard country. Attach additional sheets as needed.

1. Provide your risk mitigation strategies including security plan, health and safety planning while in a high hazard country: (i.e. research current conditions, review travel advisories and understand region-specific risks, enroll in the STEP Program; get recommended vaccinations; understand local laws and respect local customs; limit sensitive data by traveling with only the information you need)

2. Provide traveler's contact name(s), address(es) and phone number(s) in foreign destination(s):

3. Provide the name of the individuals, groups, and/or institutions to be visited:

4. Provide a detailed "justification" memo for the request to travel to the high hazard country including the purpose of travel, the importance in traveling to the location; methods of travel within the country, specific destinations traveling within the country and lodging information.

The department requests approval for travel from Provost or Vice President, President and Chancellor's Office as appropriate.

College Dean or Associate Vice President Signature

Print Name

Date

Note: Attached the signed form and the justification memo to your Concur Travel Request.

Rev. 6/2026

Enterprise Risk Management

1600 Holloway Avenue ADM 258, San Francisco, CA 94132-4258
tel. 415.405.3522 | riskmgmt@sfsu.edu | erm.sfsu.edu