

## **Mandatory Foreign Travel Insurance**

Risk Management coordinates with its third party foreign travel insurance broker to obtain the CSU's comprehensive foreign travel insurance coverage which provides for unanticipated loss, illness/injury, and other trip interruption delays. Coverage includes but is not limited to emergency medical care, medical evacuation, legal assistance, lost luggage, and passport replacement. Assistance is available 24-hours a day and 7-days a week worldwide.

San Francisco State University administrators, faculty, staff, and students traveling on University business to international destinations are required to obtain the foreign travel insurance through Enterprise Risk Management for all international travel. The CSU's foreign travel insurance provides coverage for activities that include but limited to academic coursework, field research, attendance to professional conferences and meetings, teaching, and other University related work and activities.

International travel approval is required and obtained by completing the Fiscal Affairs form, [Request for Authorization to Travel/Travel Advance form](#). This completed form, together with the completed [Request for Foreign Travel Insurance packet](#) is submitted to Risk Management in ADM 252 for foreign travel insurance processing and the University's approval. When appropriate travel approval and foreign travel insurance is not obtained, international travel is considered unauthorized and the University will not reimburse travel expenses.

Check with Risk Management when travel is to [high-hazard countries](#). Chancellor's approval is required for trips to high-hazard countries, including short-term study-abroad trips. Worldwide coverage is available in most destinations except for countries where trade or economic sanctions are imposed by the laws or regulations of the United States of America.

Non-employee travelers (i.e. students, volunteers, etc.) are required to complete the [Release of Liability packet](#) and the completed forms are to be kept with the traveler's department records for at least 2-3 years as per CSU audit requirements.

A summary of the CSU's foreign travel coverage is available by downloading the [SFSU-FTIP Coverage Summary](#).

Questions regarding foreign travel insurance coverage may be directed to Michael Beatty, 415.338.1124, [mbeatty@sfsu.edu](mailto:mbeatty@sfsu.edu)