MEMORANDUM

DATE: March 07, 2011

TO: CSU Presidents

FROM: Benjamin F. Quillian
Executive Vice Chancellor and
Chief Financial Officer

SUBJECT: Foreign Travel Insurance Program – Requirement to Purchase

It is important that California State University (CSU) employees traveling internationally on university business do so in as safe a manner as possible. A component of safe international travel practices is to be sure some level of insurance in place before making such a trip.

All employees who travel internationally on CSU business are required to use the Foreign Travel Insurance Program (FTIP) via the California State University Risk Management Authority (CSURMA) and report their trips as soon as practical, but no less than 30 days for travel to high hazard or countries on the U S State Department Travel Warning List in advance of their travel. Trips must be reported and a FTIP form can be found at http://www.csurma.org/ or call Alliant Insurance Services at (415) 403-1400.

Because some destinations may require underwriter approval, trips must be reported far enough in advance of the trip as possible. Travel to countries listed on the U S State Department Travel Warning List or countries deemed high hazard risk require the approval of the Chancellor (current list attached but subject to change at any time). Check the State Department website for the most current information http://travel.state.gov.
FTIP provides coverage anywhere in the world that is not the United States of America (including territories and possessions) and any country or jurisdiction which the subject of trade of economic sanctions imposed by the laws or regulations of the United States of America.

Subject to terms, conditions and applicable exclusions FTIP benefits include and are not limited to the following:

- General Liability
- Excess Auto Liability
- Primary Medical Expense & Emergency Medical Benefits
- Emergency Medical Evacuation
- Repatriation of Remains
- Political Evacuations & Repatriation Benefit War Risk Coverage
- Accidental Death & Dismemberment Benefit

Premium rates for FY10/11 are $50.00 for trips up to 15 days duration per trip/employee and $65.00 for trips up to 30 day duration per trip/employee. There is an additional premium for high-hazardous / war risk countries once travel is approved by the Chancellor.

It is recommended all employees traveling internationally sign up for the State Department’s Safe Traveler Enrollment Program (STEP). This is a system utilized by the State Department to connect with the traveler, providing information should conditions change in the foreign location and assist you in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is [https://travelregistration.state.gov](https://travelregistration.state.gov) Should you have any questions, please contact Charlene Minnick, Assistant Vice Chancellor, Systemwide Risk Management and Public Safety at 562 951 4580 or cminnick@calstate.edu

BFQ:CM:zg

c: Charles B. Reed, Chancellor
  Chancellor’s Office Executive Staff
  Vice Presidents, Business/Administration
  Vice Presidents/Provosts, Academic Affairs
  Risk Managers
As of Feb 24, 2011* Check the US State Department website for the most current list

**High Hazardous Countries**
- Albania
- Algeria
- Armenia
- Azerbaijan
- Bahrain
- Cambodia
- Colombia
- Cuba
- Ethiopia
- Federal Republic of Yugoslavia
- Georgia
- India
- Indonesia
- Iran
- Israel
- Jordan
- Kyrgyzstan
- Kuwait
- Macedonia
- Nigeria
- Northern Ireland
- Oman
- Pakistan
- Peru
- Philippines
- Qatar
- Saudi Arabia
- Serbia
- Sri Lanka
- Tajikistan
- Turkey
- United Arab Emirates
- Uzbekistan
- Venezuela

**Excluded Countries**
- Afghanistan
- Angola
- Bosnia
- Herzegovina
- Burundi
- Central African Republic
- Cote d'Ivoire
- Democratic Republic of Congo (formally Zaire)
- Egypt
- Eritrea
- Guinea-Bissau
- Haiti
- Iraq
- Kosovo
- Lebanon
- Liberia
- Libya
- Northern Korea
- Republic Rwanda
- Sierra Leone
- Somalia
- Sudan
- Syria
- Uganda
- West Bank and Gaza
- Yemen
- Zimbabwe

*State Department website is: [http://travel.state.gov](http://travel.state.gov)
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<th>Country</th>
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* Subject to change without notice, always check the US State Dept website for the most current information