

# CSUDH International Travel Authorization Form

*Supplemental Form to be attached to the University/Foundation Travel Request Form*

In accordance with [Technical Letter 2014-01](#), all faculty, staff, and students who travel internationally on CSU business are required to use the Foreign Travel Insurance Program (FTIP) through the California State University Risk Management Authority (CSURMA) and report their trips as soon as practical, but no less than 30 days prior to departure for high hazard international travel. Technical Letter 2014-01 delegates international travel approval authority to the campus President unless travel is to a "War Risk" country in which case approval by Systemwide Risk Management in the Chancellor's Office is required. **Technical Letter 2014-01:** [http://www.calstate.edu/risk\\_management/rm/documents/RM-2014-01.pdf](http://www.calstate.edu/risk_management/rm/documents/RM-2014-01.pdf)

### Traveler's Information

<b>First Name:</b>	<b>Last Name:</b>
<b>Title/Position:</b>	<b>Department/College</b>
<b>E-mail while traveling:</b>	<b>Traveler's Foreign Cell Phone:</b>
<b>Traveler 's U.S. Cell Phone:</b>	
<b>Traveler Status:</b>	Faculty      Staff      Student      Volunteer
<i>For Student Traveler: <a href="#">Informed/Consent Waiver</a> Attached?</i>	Yes      No

### Emergency Contact Information

This information will be used to communicate with your emergency contact in the U.S. and/or abroad, should an emergency occur while you are traveling outside of the United States. Please include area code, city and country codes with phone numbers.

<b>U.S. Emergency Contact's Name:</b>	<b>Relationship:</b>
<b>U.S. Emergency Contact's E-mail:</b>	<b>U.S. Emergency Contact's Phone:</b>
<b>Emergency Contact Abroad:</b>	<b>Relationship:</b>
<b>Emergency Contact Abroad's E-mail:</b>	<b>Emergency Contact Abroad's Phone:</b>
<b>Other Emergency Contact Information:</b>	

<b>Purpose of Travel:</b> <i>(select one or more)</i>	Attending Conference	Conducting Field Research	Paper Presentation
	Student Recruitment	Teaching	
	Other		

### Travel Destination and Dates - Include all Regions, Cities and Towns

<b>Date of U.S. Departure:</b>	<b>Date of Return to U.S.</b>
<b>Destination City:</b>	<b>Destination Country:</b>

<b>Additional Destinations?</b> <i>If "YES" include information below</i>	Yes      No
<b>Additional Destination:</b>	<b>From Date:</b> <b>To Date:</b>
<b>Additional Destination:</b>	<b>From Date:</b> <b>To Date:</b>
<b>Additional Destination:</b>	<b>From Date:</b> <b>To Date:</b>

**Is any travel to the additional destinations listed above for personal travel? If so, please provide details below.**                      **Yes**                      **No**

### Airports Being Used:

<b>Transportation To/From Foreign Airport</b> <i>(select all that apply)</i>	Air	Hired Car	Hired Driver	Rental Car	Boat/Ship	Bus
	Train	Other				
<b>Transportation To/From Lodging and Site</b> <i>(select all that apply)</i>	Air	Hired Car	Hired Driver	Rental Car	Boat/Ship	
	Bus	Train				
	Other					

**Export Control:**

United States laws regulate the distribution of strategically important technology, services, and information to foreign nationals and foreign countries. Export regulations help to ensure national security and advance U.S. economic interests at home and abroad. Non-compliance with federal requirements can result in fines and other sanctions. To adhere to federal export control regulations CSUDH requires its faculty, staff, and students to comply with the export control regulations of the U.S.

The California State University Export Control Manual and other resources are available from the Graduate Studies and Research Export Control website: <http://www4.csudh.edu/gsr/research/research-compliance/export-control/index>

I have reviewed the Export Control website and regulations and confirm that I do not need an Export Control License. Yes      No

**Travel to CSURMA High Hazard or U.S Department of State Travel Alert and Warning Destination**

Travelers must review both the CSURMA High Hazard Country List and the U.S. Department of State Travel Alert or Warning list, using the links in this section, to determine if any destination (including layovers) appears on either list. Checking either "Yes or No" will indicate that you have reviewed both lists. If any destination appears on either list, please provide additional information on page 3.

[CSURMA High Hazard and "War Risk" Country List](#)      Destination on High Hazard List      Yes      No  
 Destination on "War Risk" List      Yes      No      **Note:** Travel to a "War Risk" destination requires the review and approval by Systemwide Risk Management in the Chancellor's Office.  
[http://www.calstate.edu/risk\\_management/rm/documents/CSURMA\\_HighHazardList.pdf](http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf)

[U.S. Department of State Travel Alert or Warning List](#)      Yes      No  
<http://travel.state.gov/content/passports/english/alertswarnings.html>

[Traveler Enrolled in the U.S. Department of State STEP? \(Safe Traveler Enrollment Program\)](#)      Yes      No  
 The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate. The benefits of enrolling in the STEP program include receiving important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans, helps the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency and helps family and friends get in touch with you in an emergency.  
<https://step.state.gov/step/>

**Safety Tips While Traveling Abroad**

I have reviewed the "Safety Tips While Traveling Abroad" international travel orientation presentation, including the content about the specific country(ies) I will be visiting abroad that is available from the following website: Yes      No

<http://www4.csudh.edu/Assets/CSUDH-Sites/RM-EHOS/docs/risk-management-ehos/Safety%20Tips%20for%20Traveling%20Abroad%20February%202015.pdf>

**Lodging/Accommodations**

**Where will you stay during your trip?:**      Hotel      Private Residence  
 Other

**Lodging Name:**

**Lodging Address:**

**Lodging Phone:**  
*(include city and country code)*

**Additional Lodging Locations?**      Yes      No  
*If "YES" , include information below*

**Additional Lodging Name:**

**Additional Lodging Address:**

**Additional Lodging Phone:**  
*(include city and country code)*

**Facility Details**

**Facility Name:**

**Facility Site Location:**

**Facility Point of Contact:**

**Type of Site:**                      Urban                                      Rural                                      Both Urban and Rural

**Airline Trip Summary**

**Do you have a flight itinerary?**                      Yes                      No

**Please use the fields below to enter your flight information as accurately as possible.**

***Outbound***

<b>Departure Date:</b>	<b>Departure Time:</b>	<b>From Airport:</b>	<b>Airline</b>	<b>Flight Number</b>
<input type="text"/>				
<b>Arrival Date:</b>	<b>Arrival Time:</b>	<b>From Airport:</b>	<b>Airline</b>	<b>Flight Number</b>
<input type="text"/>				

***Return***

<b>Departure Date:</b>	<b>Departure Time:</b>	<b>From Airport:</b>	<b>Airline</b>	<b>Flight Number</b>
<input type="text"/>				
<b>Arrival Date:</b>	<b>Arrival Time:</b>	<b>From Airport:</b>	<b>Airline</b>	<b>Flight Number</b>
<input type="text"/>				

If travel destinations include locations on either the CSURMA High Hazard, "War Risk" or U.S. Department of State Travel Alert or Warning list please describe any safety and travel precautions planned for this trip. Please be advised that travel authorization may be rescinded at any time if risk conditions change.

This information accurately reflects information related to my University travel. If any dates, locations or travel information changes, I will report the updated information to the appropriate administrators in my department and to risk management for foreign travel insurance purposes.

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

**Recommended for Approved by:**

\_\_\_\_\_  
AVP/Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost/Vice President

\_\_\_\_\_  
Date

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