

International Travel Authorization Form

Supplemental Form to be attached to the University/Foundation Travel Authorization Form

All international travel requires approval by the Division Vice President/Provost and the President. All faculty, student, and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP). Foreign Travel Insurance must be secured prior to departure and will be obtained by the University once the required paperwork and approvals are in place. Please allow 2-3 weeks for the approval process. For travel to high hazard countries please allow an additional 30 days for approval.

Traveler's Information

First Name: _____ **Last Name:** _____
Title/Position: _____ **Department/College:** _____
E-mail: _____ **Telephone:** _____
Traveler Status: Faculty Staff Student Volunteer
For Student Traveler: Yes
[Informed/Consent Waiver](#) No
Obtained?

Emergency Contact Information

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

Traveler U.S. Phone: _____ **Traveler Foreign Phone:** _____
(if applicable)
Emergency Contact Name: _____
E-mail while Traveling: _____ **Emergency Contact Relationship:** _____
Other Emergency Contact Information: _____

Purpose of Travel

Purpose of Travel: _____
(select one or more) Attending Conference Conducting Field Research Paper Presentation
Student Recruitment Teaching
Other

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

Date of U.S. Departure: **Date of Return to United States:**
Destination City: _____ **Destination Country:** _____

Additional Destinations? Yes No
If "YES" include information below

Additional Destination: _____ **From Date:** **To Date:**
Additional Destination: _____ **From Date:** **To Date:**
Additional Destination: _____ **From Date:** **To Date:**

Airports Being Used:

Transportation To/From Foreign Airport <i>(select all that apply)</i>	Air Train	Hired Car Other	Hired Driver	Rental Car	Boat/Ship	Bus
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Transportation To/From Lodging and Site <i>(select all that apply)</i>	Air Bus Other	Hired Car Train	Hired Driver	Rental Car	Boat/Ship
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Travel Destination Lists**Do any of your destinations (including layovers) appear on the following lists?**

High Hazardous Country List	Yes	No
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http://www.calstate.edu/risk_management/rm/documents/CSURMA_HighHazardList.pdf

U.S. Department of State Travel Warning	Yes	No
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<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
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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/>

Lodging/Accommodations

Where will you stay during your trip?:	Hotel Other	Private Residence
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Lodging Name:**Lodging Address:****Lodging Phone:**
(include city and country code)

Additional Lodging Locations? <i>If "YES", include information below</i>	Yes	No
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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
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Airline Trip Summary

Do you have a flight itinerary?	Yes	No
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Please use the fields below to enter your flight information as accurately as possible.

Outbound

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

Return

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

Are there any other details/special needs that we should be aware of to assist you while traveling outside of the country?
