



FOREIGN TRAVEL INSURANCE REQUEST FORM

Please complete the form as thoroughly as possible. Submit completed form by email to susan.colley-monk@csus.edu. Please include the approved International Travel Expense Justification (ITEJ) for your travel.

Requestor Information:

Full Name: _____ Phone: _____
Email: _____ Department: _____

Primary Traveler & Trip Information:

Last Name: _____ First Name: _____ Office Number: _____
Primary Email: _____ Traveling Email: _____ Traveling Phone: _____
Will traveler enroll in [Smart Traveler Enrollment Program](#) (STEP): Yes No
Departure Date: _____ Return Date: _____ Country Destination(s): _____
Cities/Town/Regions: _____
Purpose of travel: _____
U.S. Emergency Contact Name: _____
Email: _____ Emergency Phone Number: _____

Additional Travelers:

Name: _____ *Type: _____
Emergency Contact Name: _____ Email: _____ Phone: _____
Name: _____ *Type: _____
Emergency Contact Name: _____ Email: _____ Phone: _____
Name: _____ *Type: _____
Emergency Contact Name: _____ Email: _____ Phone: _____

***Traveler Types**

Faculty/Staff/CSU Employee - Anyone employed by the CSU, including paid student assistants

Student - CSU students. All students must sign a release of liability waiver and complete an informed consent waiver

Other Participants - includes all non CSU employees that would like to be insured. It is not required for other participants to be insured, but is optional. Must be an immediate family member of a CSU employee. Premiums are to be paid out of pocket. Please include relationship in the name if an "other participant".

High Hazardous / War Risk Country Information:

Are any of the destinations on the [High Hazard List](#)? Yes No [War Risk Country List](#)? Yes No
The [US Travel Warning List](#)? Yes No

If travel request is less than 5 days notice, please provide reason for late request?

If **Yes** above (or submitting request less than 5 days before departure), please complete:

Lodging Name: _____ Lodging Phone: _____
Lodging Address: _____
Mode of Travel: Taxi Public Transportation Rental Other: _____
Additional Security Measures being Taken? _____
Airports Used While Traveling _____

