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## **MEMORANDUM**

**DATE:** March 07, 2011

**TO:** CSU Presidents

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

**Code: RM 2011-03**

**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 is 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>.

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**CSU Campuses**  
Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

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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> Should you have any questions, please contact Charlene Minnick, Assistant Vice Chancellor, Risk Management and Public Safety at (562) 951-4580 or [cminnick@calstate.edu](mailto:cminnick@calstate.edu)

BFQ:CM:zg

Attachment

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  
Aremenia  
Arzerbaijan  
Bahrain  
Cambodia  
Colombia  
Cuba  
  
Ethiopia  
Federal Republic of Yugoslavia  
Georgia  
India  
Indonesia  
Iran  
Israel  
Jordan  
Kyrgyz  
Kuwait  
Macedonia  
Nigeria  
Northern Ireland  
Oman  
Pakistan  
Peru  
Philippines  
Qatar  
Saudi Arabia  
Servia  
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>**

## State Dept Travel Warnings as of 2/24/2011

	Date listed as Warning
Libya	02/24/2011
Egypt	02/18/2011
Mali	02/09/2011
Pakistan	02/02/2011
Haiti	01/20/2011
Central African Republic	01/14/2011
Niger	01/12/2011
Nepal	01/12/2011
Sudan	01/07/2011
Kenya	12/28/2010
Somalia	12/27/2010
Cote d'Ivoire	12/19/2010
Mauritania	12/08/2010
Chad	12/08/2010
Guinea	12/03/2010
Congo, Democratic Republic of (Zaire)	11/25/2010
Colombia	11/10/2010
Iraq	11/05/2010
Burundi	11/04/2010
Philippines	11/02/2010
Nigeria	10/19/2010
Yemen	10/15/2010
Lebanon	10/08/2010
Iran	10/08/2010
Eritrea	09/24/2010

Mexico	09/10/2010
Korea (Democratic People's Rep)	08/27/2010
Afghanistan	08/13/2010
Israel, The West Bank and Gaza	08/10/2010
Uzbekistan	7/22/2010
Algeria	4/2/2010

**\* Subject to change without notice, always check the US State Dept website for the most current information**

