

International Travel Approval Procedure

Pursuant to [Integrated CSU Administrative Manual, Policy No. 3601.1](#) and [Sacramento State Travel Policy ADM-0147](#), this procedure sets forth the process for faculty, staff, administrators (“Employees”), students and others to obtain required approval for international travel on behalf of California State University, Sacramento (all of whom are collectively referred to herein as “Travelers”).

I. **INTERNATIONAL TRAVEL:** For the purposes of this procedure, international travel on behalf of California State University, Sacramento (“International Travel”) includes any one or combination of the following:

A. International travel is supported by any of the following funds: state general funds, University Enterprises Inc. grant funds, College of Continuing Education funds, and other travel undertaken on behalf of California State University, Sacramento and paid for by other auxiliary, and/or outside agencies’ funds.

B. International travel involves California State University, Sacramento faculty who are active, on sabbatical, or FERPing, undertaking scholarly and/or creative activity, engaging in professional development, teaching Sacramento State classes/programs at an approved international location, attending conferences and professional meetings, leading study tours and group projects abroad during the academic year and in summer.

C. International travel involves California State University, Sacramento staff and is undertaken in connection with the employee’s job duties at Sacramento State. Examples include: recruiting international students, building institutional partnerships that support the mission of Sacramento State, providing logistical and operational support for Sacramento State’s international academic programs, participating in meetings, symposia that advance Sacramento State’s reputation and educational effectiveness.

D. International travel involves active and enrolled students accompanying faculty from California State University, Sacramento on scholarly and creative activities including conference paper presentations and/or joint research projects; students on approved study tours/fieldtrips/internships; or students and others serving as members of a California State University, Sacramento delegation.¹

II. Required Approvals for ALL International Travel (ALL Travelers regardless of whether the destination appears on the travel warning or high hazard lists must follow this process):

¹ Students pursuing study abroad educational experience(s) should coordinate international travel with the campus International Program Department.

A. Submission Process:

1. The approval process for ALL International Travel commences with preparation of an International Travel Expense Justification Form (“ITEJ Form”) by the individual Traveler proposing the International Travel. A copy of the ITEJ Form may be found at [http://www.csus.edu/aba/forms.html#Accounts Payable](http://www.csus.edu/aba/forms.html#Accounts_Payable) The individual Traveler must submit the ITEJ Form (and any supporting documentation) to and obtain approval (evidenced by a signature on the ITEJ Form) from his/her: (1) respective unit manager(s) (including both the department chair and the dean); (2) respective division vice president; and (3) the President.
 - a. The ITEJ Form must be submitted to the traveler’s unit manager(s) NO LATER THAN 45 CALENDAR DAYS PRIOR to the anticipated departure date and received in the President’s office NO LATER THAN 30 CALENDAR DAYS before the anticipated departure date.
 - b. To underscore the importance of timely submission and approval and to assure efficiency in the process, Travelers should initiate the approval process well ahead of the required 45 days, even if the source of funding is not finalized in order to obtain all of the information to complete the required forms such as lodging, travel itinerary, emergency contact numbers overseas, location/venue of activities.

III. CSUS Risk Management Insurance:

1. [System-wide Risk Management Memorandum RM 2013-01](#) requires that ALL Travelers, irrespective of whether or not the International Travel destination appears on the High Hazard or Travel Warning list, (referenced below) must obtain insurance through the California State University Risk Management Authority Foreign Travel Insurance Program (FTIP). The FTIP includes, but is not limited to, coverage for general liability, medical and emergency evacuation as well as repatriation under risk of war. FTIP is obtained through Sacramento State’s Office of Risk Management (http://www.calstate.edu/risk_management/rm/).
2. FTIP insurance may only be issued after the contemplated travel has been approved as described herein. The premium for the FTIP may not be paid by the traveler. Premium for approved faculty travel will be borne by the Office of Academic Affairs except where travel is funded by an outside agency or auxiliary, in which case, the FTIP Premium is borne by the sponsoring entity. For all other approved international travel, the FTIP premium will be borne by the Department/unit/division recommending approval of the travel.
3. Once all required approvals are obtained, the Traveler must complete the FTIP insurance application and all other travel-related documents required by California State University, Sacramento and/or division.

IV. Additional Required Approvals to High Hazard or Travel Warning List Designations:

A. Approval by Chancellor's Office:

In addition to securing the approvals set forth in Section II and the insurance set forth in Section III, in compliance with Chancellor's Office Coded Memorandum RM 2013-01 of March 25, 2013, Travelers intending to visit countries on the US State Department Travel Warning List and/or on the CSU list of High Hazard destinations must obtain the approval of the Executive Vice Chancellor/Chief Financial Officer in the CSU Chancellor's Office ("CO") in addition to the campus President before travel can commence. The list of current travel warnings issued by the U.S. Department of State can be found at http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. The list of current high hazard destinations can be found at http://www.calstate.edu/risk_management/. If a destination appears on either of these lists, then **both** Presidential and CO approval is required. International Travel to destinations that do not appear on these lists must still be approved through the process set forth in Section II.

V. Impact of Failure to Comply:

1. Each Traveler is individually responsible for compliance with these procedures including, but not limited to, timely submission of his or her International Travel Request/Requisition Form and obtaining the required approvals and insurance. Travelers may not delegate the responsibility for compliance with these procedures to any other individual.

2. **Failure to comply with the procedures and/or timelines set forth herein may result in non-approval of International Travel.**

3. **Travelers who travel without obtaining the required approval of the individuals described herein including, but not limited to, the President and/or the CO, as required, or fail to obtain the required FTIP insurance will be considered to be in violation of these procedures, engaging in unauthorized travel, and will not be eligible for reimbursement.**

Approved by:

Alexander Gonzalez, President
October 28, 2013