



Office of Risk Management

Faculty & Staff Foreign Travel – Quick Check

This guide is intended to provide faculty and staff with some of the key elements of planning for travel abroad. For more detailed information, please visit the Risk Management website at <https://www.csuchico.edu/risk/activities/travel.shtml>.

Before you Plan Your Trip

Review [Country Specific Information](#) and [Travel Advisories](#) on the US State Department's Travel website.

Review the CSURMA War Risk Country list. Travel to countries on the CSURMA War Risk list requires Chancellor's approval and should be discussed with the University Risk Manager prior to submitting your travel request.

If CSU students will accompany you on your trip, you will need to submit a trip proposal to the Study Abroad office. For more information, see <https://www.csuchico.edu/studyabroad/faculty/trips.shtml>.

Planning Your Trip

Enroll in the [US State Department's Smart Traveler Enrollment Program \(STEP\)](#) to receive the latest travel updates and information.

Review Country Specific Information on the [Center for Disease Control List](#) and obtain recommended/required vaccinations.

Secure necessary visas or travel documents required of destination countries.

Leave itinerary and [emergency contact information](#) with department.

If you are renting a vehicle you are strongly encourage to purchase additional physical damage insurance as it is not provided by Enterprise or CSURMA.

Foreign Travel Insurance

- ❓ Please note that the CSURMA foreign travel insurance is required for all University related international travel.
- ❓ See [CSURMA FTIP Coverage Summary](#) for more information.
- ❓ Taking some personal time while abroad for work?
 - CSURMA can provide up to 14 days of extended coverage. Be sure to list your personal travel dates on your request.

Foreign Travel Insurance Rates

Number of Days	Per Participant/Per Trip
1-15	\$60
16-31	\$80
32-90	\$145
91-180	\$275
191-270	\$335
271-364	\$520
365+	Contact Risk Management

More Foreign Travel Tips

Travel Reimbursement – refer to Accounts Payable Travel: [Concur Travel & Expense \(CTE\)](#). For more assistance regarding travel reimbursement contact the A/P dept. Ph# – (530) 898-6426 Email – accountspayable@csuchico.edu

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