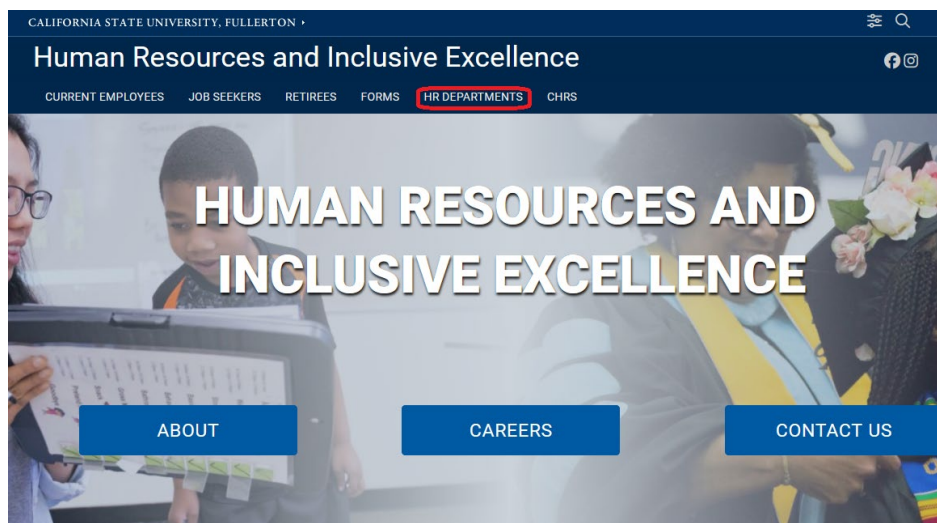


Walkthrough Guide: Requesting Foreign Travel Insurance

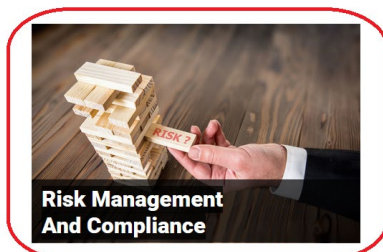
Ensuring that you have the proper foreign travel insurance is a critical step before embarking on international travel for university-related purposes. Follow the step-by-step instructions below to complete your foreign travel insurance request.

Step 1: Visit the Risk Management Page

Begin by navigating to the [CSUF HRIE website](#).



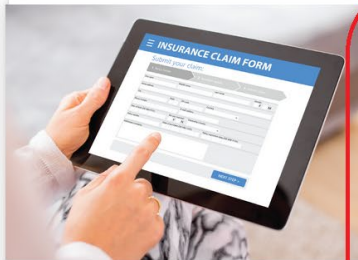
Then to the [Risk Management main page](#).



Next to the [Risk Management Travel section](#).



[Information
and
Document Requests](#)



[Insurance and
Risk Programs](#)



[Travel
\(Foreign and Domestic\)](#)

Step 2: Access the Foreign Travel Insurance Database

Go to the [Foreign Travel Insurance Database](#)

Foreign Travel

Due to the risks associated with international travel, the University requires the purchase of Foreign Travel Liability Insurance through the California State University Risk Management Authority (CSURMA). University Auxiliaries and Extended Education have also adopted this requirement. Faculty and staff can apply for this insurance by requesting it through the online Foreign Travel Database. Students apply by contacting International Programs and Global Engagement.

Foreign Travel Liability Insurance premiums for university-sponsored foreign travel will be paid as an all-University expense, unless otherwise directed. All non-CSUF individuals traveling internationally on a trip or program sponsored by a campus Auxiliary or Extended Education are responsible for paying their insurance premiums. Premiums are calculated according to length of stay and begin once the traveler departs from the U.S. and expire when the traveler returns to the U.S.

Important Links and Resources

- [Foreign Travel and Insurance Checklist](#)
- [Walkthrough Guide: Requesting Foreign Travel Insurance](#)
- **[Request coverage through the Foreign Travel Insurance Database](#)**
- [CSUF Waiver of Liability Form](#)
- [Guide for Travelers in Case of Emergency](#)
- [Centers for Disease Control and Prevention](#)
- [STEP-Smart Traveler Enrollment Program](#)
- [Travel Safety](#)
- [U.S. Department of State](#)

Step 3. Log in to the [Foreign Travel Insurance Database](#) using your CSUF credentials.

Foreign Travel Login

Please enter your username
and password

Username: required

Password: required

Login



Note: Students do not have access to request their own foreign travel insurance. If you require assistance or have questions, please email foreigntravel@fullerton.edu or call Risk Management at (657) 278-7346.

Step 4: Complete the Traveler's Information Section within the New Form

Foreign Travel Liability Insurance Database

Previous Foreign Travel Liability Insurance Requests

Only previous Foreign Travel Liability Insurance Requests submitted on or after August 11, 2025 will be available for preview.

Request ID	Last Name	First Name	Trip Range	Funding Source	Destinations
19149	Titan	Tuffy	9/26/2025 - 10/2/2025	Other - List Funding Source Below	Ontario London London London

Login Information

scolquett | [Log Off](#)

Toolbox

- New Form**
- Traveler Information
- Multi-Traveler Spreadsheet
- Quarterly Reconcile Reports
- Reports

Fill in all required fields, ensuring that no information is missing.

- **Full Name**
- **CSUF Affiliation (Faculty, Staff, Student, etc.)**
- **Contact Information**
- **Emergency Contact Details**

Traveler's Information

Select the Traveler's Status:

University Employee

Traveler Division:

VP Human Resources

Traveler Department:

Risk Management

CWID:

888675309

First Name:

Tuffy

Last Name:

Titan

Best phone number while traveling:

(657) 278-7346

Campus Email:

tuffytitan@fullerton.edu

Employee's Extension:

7346

Two U.S. Emergency Contacts:

Name:

Steve Urkel

Phone:

(657) 278-2011

Relationship:

Neighbor

Name:

Eddie Winslow

Phone:

(714) 459-7022

Relationship:

Brother

Will you be adding additional non-CSUF travelers?

No

Verify the accuracy of all entered information before proceeding.

If the traveler will be accompanied by a non-CSUF traveler, please follow the steps below:

- Select “Yes” to the question: “*Will you be adding additional non-CSUF travelers?*”
- Complete all required fields for each non-CSUF traveler:
 - Full Name
 - Email Address
 - Relationship to Traveler (e.g., Spouse, Domestic Partner, or Child)
 - If “Child” is selected, please indicate the age of the traveler.
 - All non-CSUF travelers **must** complete a [release of liability form](#).
 - Emergency Contact Details

Will you be adding additional non-CSUF travelers?
Yes

Additional Non-CSUF Travelers

When a University employee travels internationally and would like to take a non-CSUF individual, Risk Management requires that the employee purchase insurance through the University's Foreign Travel Liability Insurance program for that traveler. For questions email risk@fullerton.edu

First Name: Tuffy Last Name: Titan Jr.

Email: tuffytitan2@fullerton.edu Relationship to Traveler: Child Child Age: 16

Do they have a release of liability form on file?
Yes

Send Release of Liability Waiver to Risk Management CP-770
[CSUF Waiver of Liability](#) [Foreign Travel Guidelines](#)

U.S Emergency Contact other than CSUF traveler:

Emergency Name: Estelle Winslow Emergency Phone: (657) 278-7346

Please Click the "Add" button for Each NON-CSUF Traveler

Add

Verify the accuracy of all entered information.

Click “Add” to finalize the entry. Repeat these steps for each additional non-CSUF traveler.

Step 5: Provide Destination Details

Under the "**Destination**" section:

- List **all** travel locations and dates, including flight layovers.
- Provide exact **travel dates** for each location.

 Locations marked with *** have been designated by the California State University Risk Management Authority and/or the U.S. Department of State as high hazard, war risk, or classified under Level 3: Reconsider Travel or Level 4: Do Not Travel due to significant safety concerns.

No. of destinations including personal travel?:
4

Country
Select

Departing to

Travel Segment Type
Select

Entries / Destinations
4 / 4

City

Leaving

 Please click the "Add Destination" button for Each destination

	City	Country	Depart Dt	Return Dt	Travel Segment Type	Pers. Travel
Delete	Ontario	Canada	10/17/2025	10/17/2025	Flight Layover	No
Delete	London	United Kingdom	10/17/2025	10/17/2025	Business Travel/Time	No
Delete	London	United Kingdom	10/18/2025	10/19/2025	Personal Travel/Time	Yes
Delete	London	United Kingdom	10/20/2025	10/23/2025	Business Travel/Time	No

Verify Entry and Destination Totals

- Make sure the number of **entries** matches the number of **destinations**.
- If the counts don't match, the system will display an error message and prevent submission.

Below is a chart designed to help explain the dates shown in the image above.

City	Country	Depart Dt	Return Dt	Explanation	Pers. Travel
Ontario	Canada	10/17/2025	10/17/2025	Flight Layover	No
London	United Kingdom	10/17/2025	10/17/2025	Flight Landing	No
London	United Kingdom	10/18/2025	10/19/2025	Personal Days	Yes
London	United Kingdom	10/20/2025	10/23/2025	Conference & Flight back to US	No

Step 6: Complete Additional Information

Make sure you fill out all required fields accurately, including:

- Purpose of travel
- Whether local staff will be hired
- Whether a vehicle will be rented
- Primary funding source

Additional Information:

Purpose of Travel

Conference/Workshop

Is the traveler planning to hire any local nationals while traveling, for example as a guide or interpreter?

No

Does the traveler plan to rent a vehicle?

No

Primary funding source:

Other - List Funding Source Below

Other: Please indicate the funding source below:

Funding details

Depending on funding source will route either to Risk Management or Auxiliary Services Corp - ASC

Please notify Risk Management if your trip is cancelled or your itinerary changes.



Please note you only need to click "Submit" once. If you receive an error go through the fields and look for any with "required" messages. Make your changes and click "Submit" again. If you continue to have issues with your request being submitted or have questions contact:

Risk Management at (657) 278-7346 or email foreigntravel@fullerton.edu.

Remember your safety is important to us while traveling internationally. Should an emergency arise please contact Risk Management.

Upload Supporting Documentation

- You may upload supporting documents if available.
- Uploading documentation is optional and not required to complete the process.

File Upload



Please make sure to finish entering all the travel information before uploading your files. Some data entry sections might clear the attached files.



Only PDF file format will be accepted for all uploads and with a document file size limit of 5 MB. You can upload up to five (5) documents per travel request.

1st File Upload No file selected.

Step 7: Submit the Form

After verifying all information:

- Click "**Submit**" to finalize your request at the bottom of the form.



You will then receive a confirmation email with the details of your request.

Step 8: Revision Request

To make any edits to your Foreign Travel Insurance request, please contact foreigntravel@fullerton.edu.

Step 8: Binding Coverage

Once your coverage is bound, you will receive a confirmation email from the Risk Management team regarding your Foreign Travel Insurance.

Following these steps will assist in a smooth process when requesting foreign travel insurance.

For further assistance, contact foreigntravel@fullerton.edu.