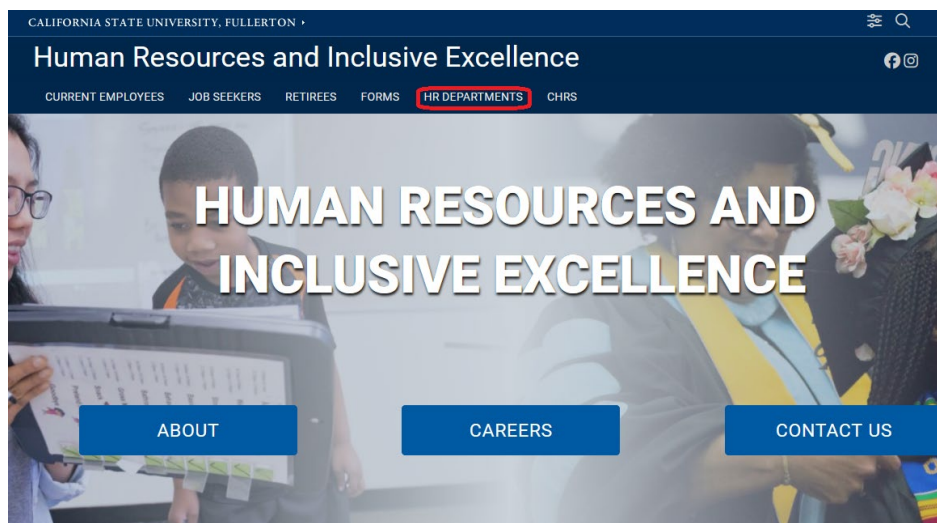


## Walkthrough Guide: Requesting Foreign Travel Insurance

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.

Human Resources, Diversity and Inclusion

## Risk Management

RISK MGMT | ACADEMIC SAFETY | STUDENT SAFETY

### Foreign Travel Login

Username:

Password:

**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](mailto:foreigntravel@fullerton.edu) or call Risk Management at (657) 278-7346.

Login

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

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:

Traveler Division:

Traveler Department:

CWID:

First Name:

Last Name:

Best phone number while traveling:

Campus Email:

Employee's Extension:

Two U.S. Emergency Contacts:

Name:

Phone:

Relationship:

Name:

Phone:

Relationship:

Will you be adding additional non-CSUF travelers?

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](mailto:risk@fullerton.edu)

<b>First Name:</b> <input style="width: 90%;" type="text" value="Tuffy"/>	<b>Last Name:</b> <input style="width: 90%;" type="text" value="Titan Jr."/>	
<b>Email:</b> <input style="width: 90%;" type="text" value="foreigntravel@fullerton.edu"/>	<b>Relationship to Traveler:</b> <input style="background-color: #f2f2f2;" type="text" value="Child"/>	<b>Child Age:</b> <input style="width: 90%;" type="text" value="17"/>

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

Send Release of Liability Waiver to Risk Management CP-770

**U.S Emergency Contact other than CSUF traveler:**

<b>Emergency Name:</b> <input style="width: 90%;" type="text" value="Estelle Winslow"/>	<b>Emergency Phone:</b> <input style="width: 90%;" type="text" value="(657) 278-7346"/>
--	--

Please Click ADD 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.

Traveler's Destination Information:

**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

Entries / Destinations

4 / 4

Country

Select

City

Departing to

Leaving

Travel Segment Type

Select

	City	Country	Depart Dt	Return Dt	Travel Segment Type	Pers. Travel
<a href="#">Delete</a>	Ontario	Canada	08/29/2025	08/29/2025	Flight Layover	No
<a href="#">Delete</a>	London	United Kingdom	08/29/2025	08/29/2025	Flight	No
<a href="#">Delete</a>	London	United Kingdom	08/30/2025	08/31/2025	Personal Travel/Time	Yes
<a href="#">Delete</a>	London	United Kingdom	09/01/2025	09/04/2025	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	08/29/2025	08/29/2025	Flight Layover	No
London	United Kingdom	08/29/2025	08/29/2025	Flight Landing	No
London	United Kingdom	08/30/2025	08/31/2025	Personal Days	Yes
London	United Kingdom	09/01/2025	09/04/2025	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:

General Fund - Paid By Department/Division

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 selection boxes look for any red asterisks 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](mailto:foreigntravel@fullerton.edu).

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

Clear All

## 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

Browse... 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.

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### Step 8: Revision Request

To make any edits to your Foreign Travel Insurance request, please contact [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu).

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### 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.

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

For further assistance, contact [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu).