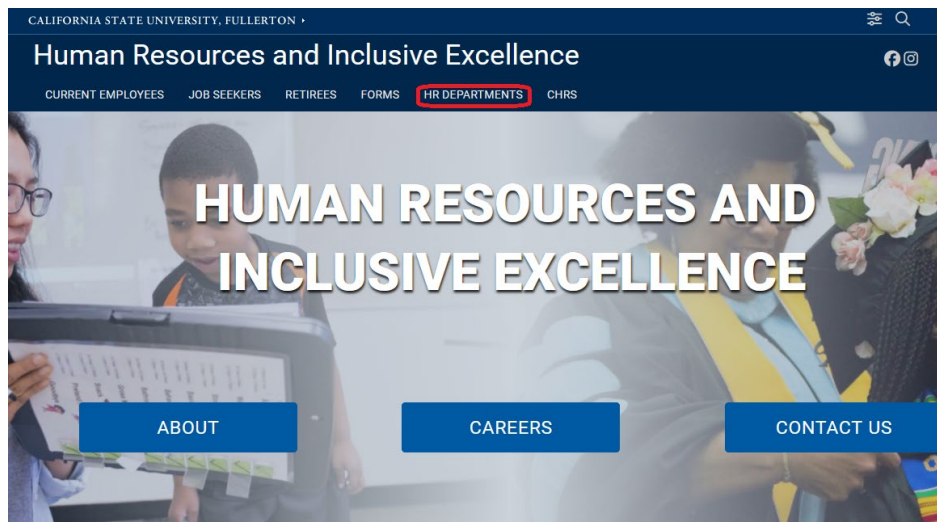


## Walkthrough Guide: Requesting Foreign Travel Insurance

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](#).



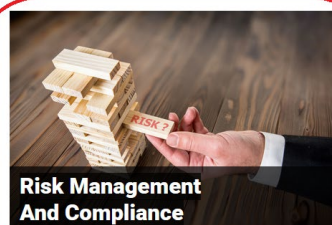
Then to the [Risk Management main page](#).



Engagement And Belonging



Labor/Employee Relations



Risk Management  
And Compliance

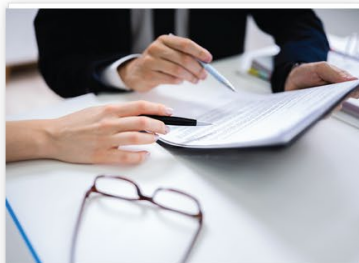


Student Employment

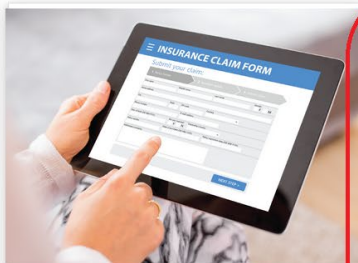
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Next to the [Risk Management Travel section](#).



[Information  
and  
Document Requests](#)



[Insurance and  
Risk Programs](#)



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

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## Step 2: Access the Foreign Travel Insurance Database

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

### DOMESTIC TRAVEL

- [Driving on University Business](#)
- [Domestic Travel](#)®
- [Reporting an Automobile Accident While Driving on University Business](#)
- [Travel Safety](#)®

### FOREIGN TRAVEL

- [Foreign Travel Information](#)
- [Request for Foreign Travel](#)
- [Foreign Travel Database](#)
- [Travel Safety](#)®

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

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#### 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:  
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 you 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, Child, etc.)
  - 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)

|                                                                       |                                                            |               |
|-----------------------------------------------------------------------|------------------------------------------------------------|---------------|
| First Name:                                                           | Last Name:                                                 |               |
| <div>Tuffy</div>                                                      | <div>Titan Jr.</div>                                       |               |
| Email:                                                                | Relationship to Traveler:                                  | Child Age:    |
| <div>foreigntravel@fullerton.edu</div>                                | <div>Child</div>                                           | <div>17</div> |
| Do they have a release of liability form on file?                     | Send Release of Liability Waiver to Risk Management CP-770 |               |
| <div>Yes</div>                                                        |                                                            |               |
| U.S Emergency Contact other than CSUF traveler:                       |                                                            |               |
| Emergency Name:                                                       | Emergency Phone:                                           |               |
| <div>Estelle Winslow</div>                                            | <div>(657) 278-7346</div>                                  |               |
| <div>Please Click ADD for Each NON-CSUF Traveler</div> <div>Add</div> |                                                            |               |

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:**

No. of destinations including personal travel?:  Entries / Destinations:

| Country                             | City                 | Departing to         | Leaving              |
|-------------------------------------|----------------------|----------------------|----------------------|
| <input type="text" value="Select"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**Personal Travel**

|                        | City    | Country        | Depart Dt  | Return Dt  | Pers. Travel |
|------------------------|---------|----------------|------------|------------|--------------|
| <a href="#">Delete</a> | Ontario | Canada         | 05/16/2025 | 05/16/2025 | No           |
| <a href="#">Delete</a> | London  | United Kingdom | 05/16/2025 | 05/16/2025 | No           |
| <a href="#">Delete</a> | London  | United Kingdom | 05/17/2025 | 05/18/2025 | Yes          |
| <a href="#">Delete</a> | London  | United Kingdom | 05/19/2025 | 05/20/2025 | No           |

When a University employee travels internationally and would like to extend their travel to include personal travel, Risk Management requires that the employee purchase insurance through the University's Foreign Travel Liability Insurance program for that personal travel. Personal travel is limited to no more than (14) days. For questions email: [risk@fullerton.edu](mailto:risk@fullerton.edu)

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         | 05/16/2025 | 05/16/2025 | Flight Layover                 | No           |
| London  | United Kingdom | 05/16/2025 | 05/16/2025 | Flight Landing                 | No           |
| London  | United Kingdom | 05/17/2025 | 05/18/2025 | Personal Days                  | Yes          |
| London  | United Kingdom | 05/19/2025 | 05/20/2025 | Conference & Flight back to US | No           |

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## Step 6: Complete Additional Information

Ensure that all additional fields are accurately completed, including:

- Purpose of travel
- Any required supporting documentation

### 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

### Step 7: Submit the Form

After verifying all information:

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

A rectangular button with a red background and white text that reads "Submit Form". The button is positioned below a list of instructions and above a paragraph of text.

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).