

## CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

Academic Affairs

### **Instruction for Faculty Application for Short-Term Travel Study Checklist**

All international travel related courses are extraordinary opportunities for our students. Foreign travel can provide many rewards but also presents many risks. The procedures herein are driven primarily by Executive Orders and are designed to promote a safe travel experience and reduce the likelihood or severity of an injury or loss. These requirements are intended to help reduce risks to students, faculty and the University.

Links for all required documents and Department of State travel warnings can be found at:

<http://www.csuci.edu/hr/internationaltravel.htm>

In compliance with new requirements from CSU Risk Management Association, our insurance requirements have changed. Whereas previously, students and faculty acquired their own foreign travel insurance through Wells Fargo, CSUCI Risk Management will now secure Foreign Travel Liability Insurance for all University 392 courses. Lead faculty advisors are now required to prepare a spreadsheet that includes the following information:

- Purpose of travel
- Name of each employee/student traveler
- Dates of departure and return
- Name of all faculty members traveling with students
- Number of non-student, non-employees traveling with the student/employee
- Any special needs

This spread sheet will be sent to Risk Management who will purchase policies for each traveler. Once those policies are secured, Travel Assist cards for each traveler will be given to the Lead Faculty assigned. More information regarding our new insurance requirements can be found at:

<http://www.csuci.edu/hr/internationaltravel.htm>

Please carefully read and initial each of the items on the checklist and attach copies as indicated. Once the trip is completed, please shred your copies immediately. The Center for International Affairs Office will retain all copies in our office for three years as per Chancellor's Executive Order AA 2011-1.

Submit this form along with all necessary documentation to the Program Support Coordinator **30 days** prior to your departure date.

If you have questions or need further assistance, please contact:

Jeannette Edwards

Centers Coordinator

Ojai Hall

(805) 437-2608



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Short-Term Travel-Study Abroad Policy Compliance Form

Term course will be offered: Fall Winter Spring Summer 20
Course Title Dept/Course #
Lead Faculty Assigned Academic Program:
Travel Location(s) Countries Dates: From To

Initial Faculty Application for Short-Term Travel Study Checklist

- At least one pre-departure meeting has been held in coordination with International Office staff to cover Safety and Risk Management issues and required CSU forms. Date held:
I have verified that there are no Department of State Travel warnings currently in effect for the countries to be visited. Check the Department of State web site at travel.state.gov/travel/
I have provided a list of all student and faculty travelers to Risk Management for the purpose of purchasing Foreign Travel Liability Insurance.
I have provided the Center for International Affairs with:
A detailed itinerary including the contact information for accommodations in English.
Contact information for all Faculty members
A packet for each student including:
Basic information including name, contact information, and emergency contact information.
Signed medical disclosure form.
Signed Release of Liability/Assumption of Risk Form.
Signed Air Travel Notification Form with Release and Hold-Harmless Statement.
A photocopy of the passport for each student and faculty member.

Lead Faculty Signature Faculty Name (print) Date
Faculty Signature Faculty Name (print) Date
Director, Center of International Affairs Name (print) Date
Senior International Officer (SIO) Name (print) Date