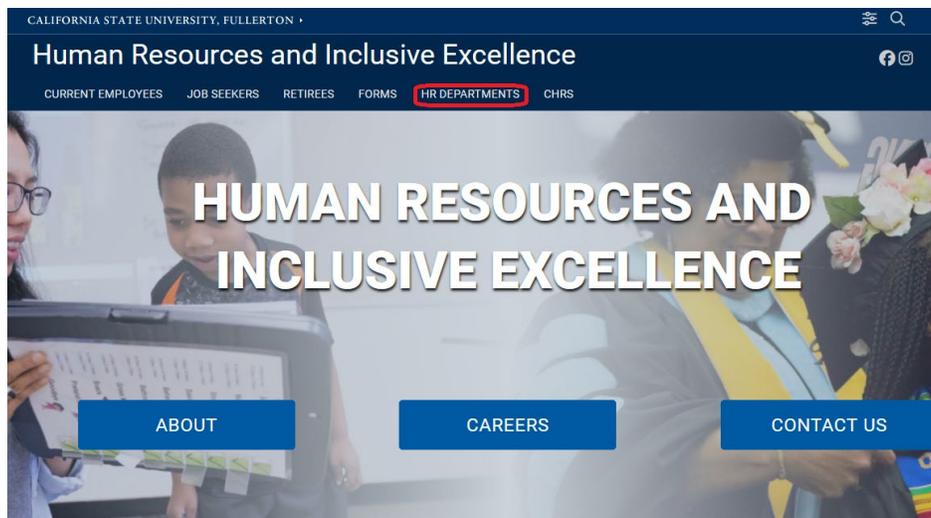


Walkthrough Guide: Requesting Foreign Travel Insurance

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](#).

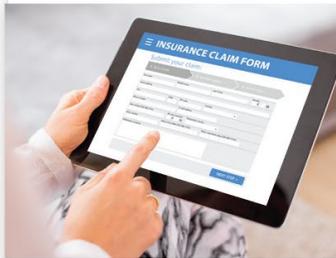


THE CALIFORNIA STATE UNIVERSITY

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](#)

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 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:
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

First Name: Tuffy **Last Name:** Titan Jr.

Email: foreigntravel@fullerton.edu **Relationship to Traveler:** Child **Child Age:** 17

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

Send Release of Liability Waiver to Risk Management CP-770

U.S. Emergency Contact other than CSUF traveler:

Emergency Name: Estelle Winslow **Emergency Phone:** (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:

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
Delete	Ontario	Canada	05/16/2025	05/16/2025	No
Delete	London	United Kingdom	05/16/2025	05/16/2025	No
Delete	London	United Kingdom	05/17/2025	05/18/2025	Yes
Delete	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

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

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.

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 dark red background and white text that reads "Submit Form". The button is framed by a thin blue border.

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.