Foreign Travel Insurance Program (FTIP)
Request for Insurance

Traveler Information

Last Name: _____ First Name: _____

Primary Phone Number: _____ Alternate Phone Number: _____

Email Address: _____ Alternate Email Address: _____

Emergency Contact: _____ Phone Number: _____ Email Address: _____

Traveler Status (check one): ☐ SDSU Employee[1] ☐ SDSURF Employee[2] ☐ Student[3]

Name of Immediate Family Member(s) Needing Coverage (traveler to pay): _____

Travel Information

Travel Destination(s), including cities, regions, Countries: _____

Is destination on the **U.S. Department of State Travel Warning List**? ☐ Yes ☐ No

Is destination on the **CSU High Hazardous Country List**? ☐ Yes ☐ No **CSU War Risk List**? ☐ Yes ☐ No

Departure Date from United States: _____ Return Date to United States: _____

Purpose of Travel: _____

Describe Any High Risk Activities (i.e., scuba diving, rock climbing, surfing): _____

Traveler Enrolled in **U.S. Department of State Smart Traveler Enrollment Program (STEP)**? ☐ Yes ☐ No

Trip Details

Transportation To / From International Destination: ☐ Air ☐ Motor Vehicle ☐ Ship / Boat ☐ Other

If Air, airport(s): _____ If Other, specify: _____

If Motor Vehicle, type: ☐ Personal Car ☐ Rental Car ☐ Hired Car ☐ Bus

Lodging:

Hotel / Facility Name: _____ Hotel / Facility Phone Number: _____

Address: _____

Transportation To / From Lodging: _____

Site Visit Details:

Location: _____ Address: _____

Point of Contact Name: _____ Point of Contact Phone Number: _____

Faculty-led / Group Trip:

Primary SDSU Contact: _____ SDSU Contact Phone Number: _____

Traveling with Other Employees: ☐ Yes ☐ No Name(s): _____

Traveling with Students: ☐ Yes ☐ No Name(s): _____

Travel Approval

_____ _____

San Diego State University President or Designee — Date

_____ _____

Chancellor's Office (War Risk destinations only) — Date

[1] SDSU Employees (including student employees): forward form with T2 for approval. Please contact Nancy Demich at 594-5937 if questions about the Foreign Travel Insurance Program.
[2] SDSU Research Foundation Employees and Students on Grants: forward form to riskmanagement@foundation.sdsu.edu or send to Mary Manesis (MC-1945 or fax 594-2363).
[3] SDSU Students: please contact Office of International Programs at 594-1354 for further instructions.