From: PCBO Subscription
To: pcbodist@coyote.csusm.edu
Subject: [Pcbodist] Reminder - Travel Insurance Required for International Travel
Date: Thursday, August 21, 2025 11:16:03 AM
Attachments: ATT00001.txt

Partners in Campus Business Operations

Reminder - Travel Insurance Required for International Travel

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Sent on behalf of: CSUSM Travel Office

Dear PCBO,

Happy start of the semester (almost!).

As we begin our new academic year, we would like to remind departments that **all CSUSM employees traveling internationally, including Mexico, must sign up for international travel insurance before the start of their trip**. This insurance is covered by the campus, so there is no additional fee for the traveler or the department!

Steps for completing insurance enrollment can be found on our website: **Requesting Foreign Travel Insurance | Travel | CSUSM**

The Travel Office will reach out to the traveler upon completion of the travel request to initiate this process. If for some reason you have not heard from the Travel Office, please email us at **traveloffice@csusm.edu** and we will assist you.

Thank you!
CSUSM Travel Office
traveloffice@csusm.edu