Faculty Unfunded Travel Guide

Official University Business Travel: To be considered official university business travel, at least one of the following criteria must apply:

- A trip is certified by the president or designee to be essential to University operations;
- The trip relates directly to University programs including professional development activities and objectives;
- The trip is to a meeting of a professional association or society to deliver a paper, to serve as moderator or group leader, to serve on a panel, or to fulfill obligations as an association or society officer; or
- The trip has as its primary purpose the recruitment of faculty or administrative personnel.

The **approving authority** should be the traveler's supervisor (or higher level). The approved traveler is responsible for taking all steps to minimize risk to themselves and the University. This includes utilizing safe transportation and lodging options and appropriate insurance coverage;

Travel Related Insurance:

All University employees, including those engaged by the University in connection with research grants and contracts, are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment **while on an official University business trip**.

In addition, University employees are provided with workers' compensation coverage for a work-related injury or illness that occurs during a **University-approved** trip.

Employees who travel internationally on **University business are required to use the Foreign Travel Insurance Program (FTIP)** provided by the California State University Risk Management Authority (CSURMA).

For insurance coverage purposes, an official University business trip begins upon leaving the traveler's residence or normal work location, whichever occurs last, and ends upon returning to the traveler's residence or normal work location, whichever occurs first.

Process:

1) Follow your college's internal process for unfunded travel.
2) **If unfunded international travel is approved by the supervisor**, submit an Adobe Sign Travel Request.
    - The fiscal authority will need to sign the travel request, even if it is not funded.
3) Complete steps 3 -6 found here on the website, Travel → International Travel Insurance → Requesting Foreign Travel Insurance: https://www.csusm.edu/travel/requestingforeigntravelinsurance/