

Authorization for Foreign Travel & Request for Insurance Program (FTIP) Coverage

Please complete all items listed below. Attach separate sheets as needed.

1. Travel Information

Destination of travel (city & country): _____
Departure date from USA: _____
Return date to USA: _____
UCorp project account number: _____

2. Trip Leader:

UIN: _____

NOTE: should be as appears on passport

LAST, FIRST MI

Trip Leader Status: (check one) ___ UCorp employee ___ SFSU faculty ___ SFSU staff ___ SFSU student ___ Other

Campus extension: _____ Other contact phone number: _____

Campus/other email address: _____

Emergency contact for Trip Leader & relationship: _____

Phone: _____ Cell phone: _____ E-mail: _____

Activity description: _____

Purpose of travel: _____

UCorp project or SFSU Department sponsoring travel: _____

3. Participant List & Foreign Travel Schedule - complete & submit:

(required only if 2 or more travelers)

[a] Participant List form & provide each traveler's emergency contact

[b] Foreign Travel Schedule form listing traveler's passport name & dates for departure from-/return to- USA

4. Itinerary & Trip Details

Attach to this form: copy of trip itinerary; activity description, & related trip details, so you may be contacted in event of an emergency. Attach separate sheets as needed.

- List primary/secondary accommodations, including foreign address & foreign telephone number of each location:

- List general activities re: trip (i.e., attending conference/mtg, collecting data, field research, teaching, etc.,)

- Provide info on primary mode of transportation at destination (i.e., taxi, car rental, public transportation, etc.,)

5. Project Director Approval: NAME _____ SIGNATURE _____

6. Signature of College Dean (or VP) Approving Travel: _____

FOR OFFICE USE ONLY

7. Acknowledgement of Office of Risk Mgmt/SFSU: _____

8. Signature of Provost Approving Travel: _____

SFSU President Approval: _____ CSU Approval: _____

Return completed original form to: Risk Mgmt/ADM260; and a copy to UCorp/ADM361