

CUSF ASC POLICY AND PROCEDURES	
Section: RISK MANAGEMENT –RM 330	Dept: ASC FINANCIAL SERVICES Division
Approved by: Chief Financial Officer, TARIQ MARJI	No: RM 330
Subject: Foreign Travel	Date: 11/11 Total 1 Pg.(s).

RM 330.1: PURPOSE

This policy reduces ASC liability by mandating foreign travel insurance for all travelers traveling outside the continental United States. The ASC works with CSU Fullerton to ensure all faculty, employees and volunteers are insured for their actions and health while traveling on ASC/University business while outside the country.

RM 330.2: SCOPE

Foreign Travel Insurance is required for travel for all faculty, staff or volunteers affiliated with the ASC including employees of ASC administered grants and contracts and paid by the ASC and including students who travel with funds administered by the ASC.

RM 330.3: DEFINITIONS

Foreign Travel Insurance is required for travel to territories anywhere in the world **excluding** the United States, its territories or possessions; the territorial waters of the United States; the waters or shores of the Gulf of Mexico; or those countries, jurisdictions and/or territories against which the government of the United States of America (including any department or subdivision thereof) administers and/or enforces economic and/or trade sanctions.

RM 330.4: ACCOUNTABILITY & UPDATES

Each traveler is responsible for acquiring their foreign travel insurance. The traveler or designee will enter the foreign travel information in the University data base which notifies the ASC of the request. The ASC will verify funds and process the request and notify the traveler upon binding of the coverage. Foreign travel insurance claims will be processed through the ASC Financial Services Department.

RM 330.5: PERIODIC INSPECTION & UPDATES

The foreign travel insurance policy is updated annually with coverage changes. Changes to the coverage will be made to the policy posted on the ASC web site.