



CSU Guidelines for International Travel for Less Than 30 Days

Please read Section XIII of the [CSU Travel Procedures](#) found on the SSU [Seawolf Service Center](#) Website under [Travel](#)

1. International travel must be requested and approved in advance by President Sakaki. The SSU International Travel Authorization/Travel Advance form is found on the Seawolf Service Center website under [Forms](#).
2. International travelers must purchase international travel insurance using the [Foreign Travel Insurance Program \(FTIP\)](#) as soon as possible but no less than 30 days before departure through the Seawolf Service Center. [The Foreign Travel Insurance Request Form](#) must be submitted with the [International Travel Authorization/Travel Advance Form](#) to the President's Office in Stevenson Hall 1062 for review and approval. If the travel is approved, both forms will be forwarded to the Seawolf Service Center. Upon receipt of the forms, the insurance will be purchased and the International Travel Authorization/Travel Advance form will be kept on file and attached to the completed Travel Expense Claim once submitted. The form can be found at the Seawolf Service Center [Foreign Travel Insurance Program](#) webpage.
3. Travel to countries on the [U.S State Department's Travel High Hazard Country List](#) or any country on the California State University Risk Management Authority's (CSURMA) foreign traveler underwriter's [High Hazard Country List Form](#) require approval from President Sakaki. High hazard international travel to ["War Risk" countries](#) must continue to be submitted to Systemwide Risk Management in the Chancellor's Office for review and approval. "War Risk" countries are countries designated as such by the CSU's Foreign Travel Insurance Program (FTIP) underwriters. Thirty days' notice is recommended to request approval, and the travel authorization request approved by President Sakaki must accompany the request to System-wide Risk Management in the Chancellor's Office. Requests made with less than five business days will not be considered. For more information about this process, contact the Seawolf Service Center.
4. Travelers must sign up online for the [Smart Traveler Enrollment Program \(STEP\)](#) at the U.S. Department of State's website.
5. Travelers receive a fixed amount per diem for lodging, meals, and incidentals in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published monthly by the [U.S. Department of State Office of Allowances](#). While on the website, make sure to change the "Previous Rates" drop down box to the month of travel.
6. No receipts required for meals, lodging, and incidentals for International travel:

Exception: If actual expenses are claimed due to a special or unusual circumstance, the traveler must document the situation by submitting a written explanation with the travel expense claim form and original itemized receipts **are** required. The amount reimbursed may not exceed 300% of the applicable Federal rate established for the location of travel. See examples in the CSU Travel Procedures, Section XIII.A.
7. Original itemized receipts are required for expenses other than meals, lodging, and incidentals for amounts of \$75 or more.
8. Adjustment for Multiple Locations: Keep track of your hours in each location in case the per diem amount differs. See Appendix F of the CSU Travel Procedures to prorate per diem when travel to more than one foreign location occurs. This method may not be used if an alternative method is contractually mandated.
9. International Travel less than 24 Hours: Actual lodging expense is reimbursed when supported by an original itemized receipt. See the CSU Travel Procedures Section XIII.B to calculate meals and incidental expenses. These expenses are calculated in multiples of the applicable Federal Per Diem rate based on the total number of hours between the time of arrival at the foreign location and time of departure. For partial days, hours should be rounded to the nearest quarter day – see chart in this section.
10. Adjustment for International Lodging or Meals Provided without Charge: See the CSU Travel Procedures Section XIII.E.3 if international lodging or meal expenses are furnished to the traveler without charge. If meal expenses are furnished to the traveler without charge, see #5 above to determine the per diem amount for lodging, meals and incidentals. Once the per diem for meals and incidentals are determined, go to the [U.S. Department of State Office of Allowances](#) website, and click on FTR Appendix B (Breakdown of Meals/Incidentals) to determine the meal amount deduction based on the per diem rate breakdown for the locality.
11. The extra insurance (CDW) offered for rental cars is reimbursable for International travelers.