



Traveler Name: _____ Requisition Number: _____

VI. For International Travel Only

[] This travel is part of a faculty-led program or a study abroad program where travel insurance is included in the cost of the program. (Do not complete the section below)

Name of Program: _____

Effective May 5, 2008, the International Travel Insurance Program (ITIP) requires insurance on all international travelers (faculty, staff, or student). International travel insurance details can be found at the University Risk & Compliance (http://www.sjsu.edu/hr/docs/risk/policies/ins_foreign_travel.pdf) website. The cost is as follows:

Faculty/Staff: Up to 15 days - \$50.00 per trip
Up to 30 days - \$65.00 per trip
Student: Up to 15 days - \$40.00 per trip
Up to 30 days - \$50.00 per trip

For trips longer than 30 days, please contact the University Risk & Compliance Office at 4-2250. Traveler Initials _____

Important: Insurance premiums should not be included on the travel claim. Premiums will be recharged to the traveler's department/unit. Please provide the chartfield string to be billed below:

Table with 7 columns: Account, Fund, Dept ID, Class (optional), Project (optional), Program (optional), Insurance Amount

Distribution

[] University Risk & Compliance - 0046 [] College/Department/Unit [] Travel Desk - 0041 (original)