



California State University, Long Beach

Date: March 6, 2014

To: Mary Ann Takemoto, Chair
Student Fee Advisory Committee

From: John Fugatt
Director Student Financial Services, Staff Support for Student Fee
Advisory Committee

Subject: Center for International Education/CCPE – Foreign Travel Insurance
Program Fee- Request to Establish a New Fee

Attached is a request from the Center for International Education/CCPE to establish a new fee (Foreign Travel Insurance Program Fee). The new fee would be assessed to all students who attend a semester program as a direct exchange student in a foreign country as required by CSU Coded Memo RM 2013-01 (International Travel Requirement to Purchase Insurance). The fee will be charged at \$300 for low risk countries and \$400 for high risk countries with a subsequent adjustment either higher or lower based on actual costs paid by the university each year. I have reviewed the request to obtain reasonable assurance of the quality and integrity of the data presented as well as compliance with Executive Order No.1054.

The review revealed the following:

- The cost is reasonable based on current insurance rates provided by CSURMA. Attached is the Coded Memo with current costs. An increase is expected July 1, 2014. As a result, the best estimate available has been used in the fee request.
- The request has included a stipulation that the actual fee will be charged resulting in a credit or additional charge to the student once actual costs have been received.

Under EO 1054, this request meets the definition of a Category III fee: Fees associated with state-supported courses, specifically for materials and services used in concert with the basic foundation of an academic course offering. Responsibility and authority are as follows:

1. **Fee Advisory Committee:**

The fee advisory committee will consider proposals and make a recommendation to the president.

2. **President:**

The president is delegated authority for the oversight and adjustment of Category III fees. The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any fee or requesting a new Category III

fee. The president may establish fees within a range established by the chancellor.

Please do not hesitate to let me know any questions or concerns you may have. Thank you.

Attachments

Cc: Sharon Taylor
AVP, Financial Management



Category III - Establish A New Fee Within Approved Ranges

General Information

Department / College Center for International Education/College of Continuing and Professional Education (Dept ID: 00689)

Division AA

Course Catalog Number(s) C/LA 305; INTL 400; INTL 500; UNIV 301

Course Name(s) British Life and Culture; Foreign Course work; Special Topics in Global Issues

Fee Name Foreign Travel Insurance Program (FTIP)

Purpose of the Fee To provide the required travel insurance to students who are studying abroad on official CSULB semester exchange programs.

Detailed Fee Description Foreign Travel Insurance is now required by Coded Memorandum: RM 2013-01\nIssued March 25, 2013. \nAll faculty, student, and staff traveling internationally on CSU business are required to use . . .FTIP.\n"

Effective Date Fall 2014

Contact Information

Name Sharon Olson

Contact Phone: 5-5585, Email: Sharon.Olson@csulb.edu

Request Status

Date Requested 2/17/14

Last Modified 2/17/14

Request ID 277

Account Number 501110

Fund Code

Status In Review (Bursar)

Calculation of Fee Level

Personnel Services Cost

Min (Year 1) Max (Year 2)

Salaries and Wages

Temporary Help Cost

Student Assistants Cost

Staff Benefits Cost

Other Personnel Services Cost

Supplies and Services

Tangible Consumable
Materials

Services

Insurance 250.00

Rentals

Other Supplies and Services

Other Costs

Any Other Costs

Description

Total Costs (A) \$ 250 \$

Number of Students/Year (B)


Calculated Cost per Student (C) = A / B \$ 0 \$

Recommended Fee \$ 250.00


Adjust to actuals each semester.

Authorization to Submit Request

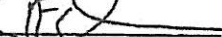
Division VP/Appropriate Admin. David Dowell

Signature:  Date: 5/16/14

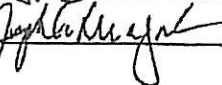
Division AVP/College Dean Jeet Joshee

Signature:  Date: 8/15/14

Department Chair/Manager Terrence Graham

Signature:  Date: 3/3/14

ASM Joseph Dragicevich

Signature:  Date: 2/27/14

Please contact us at sfac@csulb.edu if you have any additional questions.



Business and Finance
401 Golden Shore, 5th Floor
Long Beach, CA 90802-4210

Benjamin F. Quillian
Executive Vice Chancellor and
Chief Financial Officer

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MEMORANDUM

DATE: March 25, 2013

TO: CSU Presidents

FROM: Benjamin F. Quillian *B.F.Q.*
Executive Vice Chancellor and
Chief Financial Officer

Code: RM 2013-01
Supersedes RM 2011-03 & 2012-03

SUBJECT: International Travel & Requirement to Purchase Insurance

This memorandum supersedes Technical Letters RM 2011-03 and RM 2012-03. Campus president travel to high hazard areas or countries on the U.S. State Department Travel Warning List must be approved by the chancellor. Approval for all other faculty, student, and staff travel to high hazard areas or countries on the US State Department Travel Warning List has been delegated to the Executive Vice Chancellor/Chief Financial Officer.

The following link: <https://csyou.calstate.edu/Tools/high-hazard-travel/Pages/default.aspx> will direct you to the approval form for travel to high hazard and State Department travel warning locations. When the form has been completed, please print it and obtain the campus president's signature. Send the form and all supporting documentation electronically to Charlene Minnick, Assistant Vice Chancellor for Systemwide Risk Management and Public Safety at cminnick@calstate.edu, here in the Chancellor's Office.

Travel requests to high hazard areas or countries on the U.S. State Department Travel Warning List require underwriter approval and must be reported as soon as practical, but no less than 30 days prior to the planned departure date. For the most current high hazard/travel warning information, please check the State Department website http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html and the High Hazardous Country List at the Systemwide Risk Management's website http://www.calstate.edu/risk_management/. Both lists are subject to change.

ALL faculty, student, and staff traveling internationally on CSU business are required to use the California State University Risk Management Authority (CSURMA) Foreign Travel Insurance Program (FTIP).

CSU Campuses
Bakersfield
Channel Islands
Chico
Dominguez Hills
East Bay

Fresno
Fullerton
Humboldt
Long Beach
Los Angeles
Maritime Academy

Monterey Bay
Northridge
Pomona
Sacramento
San Bernardino
San Diego

San Francisco
San José
San Luis Obispo
San Marcos
Sonoma
Stanislaus

FTIP benefits include but are not limited to the following:

- General Liability and Excess Auto Liability
- Primary Medical Expense, Emergency Medical Benefits and Evacuation
- Repatriation of Remains
- Political Evacuations and Repatriation Benefit War Risk Coverage
- Accidental Death and Dismemberment Benefit

Currently premium rates for FY 2012/13 are \$60.00 for trips of up to 15 days and \$75.00 for trips of up to 30 days in duration per trip/employee, with an additional premium for high-hazardous/war risk countries. For detailed information on coverage and costs, as well as the FTIP form, please visit <http://www.csurma.org/>.

It is recommended that all employees traveling internationally sign up for the State Department's Safe Traveler Enrollment Program (STEP). This is a system utilized by the State Department to connect with the traveler; providing information should conditions change in the foreign location and assist you in an emergency. The traveler need only enroll once and then can update as trips are planned. The on-line enrollment site is <https://travelregistration.state.gov>.

Should you have any questions, please contact Charlene Minnick, Assistant Vice Chancellor for Systemwide Risk Management and Public Safety at (562) 951-4580 or cminnick@calstate.edu.

BFQ:CM:zg

c: Timothy White, Chancellor
Chancellor's Council
Vice Presidents, Business/Administration
Provosts/Vice Presidents, Academic Affairs
Executive Assistants to Presidents
Risk Managers



California State University Risk Management Authority

Coverage Summary

Coverage: Foreign Travel Insurance Program

Coverage Term: July 1, 2012 – July 1, 2013

Policy Number: GLMN04950872R / PHFD37258337

Insurer: ACE USA- U.S. International Advantage Program

Insured: California State University Risk Management Authority (CSURMA)
California State University (CSU)
CSU Auxiliary Organizations

Headquarter: Office of the Chancellor
Systemwide Risk Management
401 Golden Shore, 5th Floor
Long Beach, CA 90802-4210

Coverage Territory: ANYWHERE IN THE WORLD but excluding:
 1. The United States of America, Puerto Rico, (including its territories and possessions); and
 2. Any country or jurisdiction which is the subject of trade or economic sanctions imposed by the laws or regulations of the United States of America

Coverage & Limits:

\$5,000,000	<i>Primary General Liability</i> Coverage A – Bodily Injury/Property Damage Each Occurrence
\$5,000,000	Aggregate Limit/Products/Completed Ops
\$1,000,000	Premises Damage Limit
\$5,000,000	Coverage B – Personal Injury & Advertising Injury – Aggregate Limit
\$ 10,000	Coverage C – Medical Expense Limit (any one person)
\$1,000,000	Employee Benefits Liability Endorsement- Each Claim (Subject to \$1,000 Deductible) (Claims Made Coverage) and Annual Aggregate
\$1,000,000	<i>Contingent Auto Liability (Excess)</i> Bodily Injury/Property Damage Liability Each "accident"
\$ 100,000	Hired Auto Physical Damage/any one policy period
\$ 25,000	Auto Medical Payments/each person/ each accident

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.



Coverage & Limits
(cont.):

\$ 100,000
\$ 50,000

Accidental Death & Dismemberment Benefit

Employee – AD&D Benefit
Student – AD& D Benefit

\$2,500 Benefit
Maximum

Trip Cancellation

Reimbursement of non-refundable covered expenses paid for trip up to Benefit Maximum if prevented from taking trip as a result of injury, sickness, or death

\$2,500 Benefit
Maximum

Trip Interruption Benefit

Reimbursement of cost for one-way economy air/or ground transportation ticket, up to benefit maximum, if participant's trip is interrupted as a result of a death of a family member or unforeseen injury or sickness of participant's family member.

\$2,500 Benefit
Maximum

Trip Cancellation (Self Funded)

Limited self-insured coverage for trip cancellation, addressing the cost of cancelling or early return from travel triggered by critical events that may not be covered under the insurance program (recent examples – Tsunami in Japan and the disruption caused by the Icelandic volcano).

Premium Rates:

\$60.00*
\$75.00*

Faculty/Employee

Trips up to 15 days duration per trip/employee
Trips up to 30 days duration per trip/employee

\$50.00*
\$60.00*

Students/Other

Trips up to 15 days duration per trip/student
Trips up to 30 days duration per trip/student

*Note: Additional Premium for high-hazardous / war risk countries. Contact Alliant Program Administrator for details

Claims Reporting:

ACE Travel Assistance Program
1-800-243-6124 (Inside the USA)
1-202-659-7803 (Outside USA Call Collect)
Email: OPS@europassistance-use.com
Plan Number: 01AH585
Policyholder: California State University Trustees
Policy Number: GLMN04950872R
Assistance Provider: Europ Assistance USA

This summary of the policy terms is provided for information only. It does not convey any rights upon the insurance nor alter its condition for coverage. Please refer to the actual policy for full disclosure of the policy terms.