



### Request for Foreign Travel Insurance Program (FTIP) coverage

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

#### 1. Travel Information

Destination of Travel (city, country) Jordan, West Bank, Lebanon  
Departure Date from U.S. Jan 3, 2014  
Return Date from U.S. Feb 14, 2014

2. Trip Leader Abdulhadi Rabab Ibrahim \*passport name  
\*Last Name \*First Name \*MI  
Trip Leader Status: (check one box)  Faculty  Staff  Student  Other (specify) \_\_\_\_\_  
Campus Extension: 52668 Other contact phone number(s): \_\_\_\_\_  
Campus/other email: ria55@sfsu.edu

Emergency Contact name for Trip Leader and relationship to trip leader Jaime Veve (spouse)  
Emergency Contact Phone \_\_\_\_\_ Cell phone \_\_\_\_\_ Email: \_\_\_\_\_ .com

Activity description or Course Name /number: Study tour, collaboration, project development  
Purpose of the travel: Center for American Studies and Research (CASAR)-AUB Conference+ see above in a  
University Department sponsoring the travel: AMED-CoES  CEL  ORSP

#### 3. Participant List & Foreign Travel schedule

- (Complete and attach list and schedule to this request form only when there are 2-or more travelers)
- Complete and submit the Participant List form and provide each traveler's emergency contact.
  - Complete and submit the Foreign Travel schedule form listing each traveler's passport name and dates of departure and return to the U.S.

#### 4. Itinerary & Trip Details

Attach a copy of the trip itinerary, course/activity description, and related trip details to this request form so that you may be contacted in the event of an emergency. Attach separate sheets as needed.

- List primary/secondary accommodations, foreign address, and foreign contact phone numbers  
Lebanon: Riviera Hotel, Avenue de Paris Corniche El Manara, Beirut, 1-866-539-0036; Jordan: Landmark Amman Hotel & Conference Center, Al Huseen Bin Ali Street, Amman, 1-866-573-4235; Palestine: Grand Park, Ramallah, 970-2-298-6194
- List the general activities of the trip (i.e. attending professional conference or meeting, collecting samples, field research, teaching, providing services, etc.)  
CASAR Conference: Paper presentation; Jordan and Palestine -meetings with potential collaborators toward MOU with SFSU
- Provide information on the primary mode of transportation at destination site (i.e. air, taxi, car rental, public transportation) air, taxi, car rental

#### 5. Name of Person authorized to approve travel

Dean Kenneth P. Monteiro Dean College of Ethnic Studies  
Printed Name Title Department

Campus Extension: 86194 Email: monteiro@sfsu.edu

\*Department Chartfield Re-Charge Account number: 600802 N4001 3372  
\*Information is required to request foreign travel insurance

ORSP Grant/fund expiration date (if applicable) \_\_\_\_\_