



UTSA[®]

The University of Texas at San Antonio[™]

KCEID Business Service Center

Student Travel

Travel Overview & Requirements for Event Leaders, Faculty Sponsors/ Organizers and Student Travelers

- Strongly encourage reviewing prior to traveling:
 - [UTSA Student Travel Procedures](#)
 - [EP0502 Campus Security Authority Training \(CSA\)](#)
 - Complete required forms:
 - Student Travel: Request for Authorization
 - Emergency List of Participants
 - Release and Indemnification
 - International Travel: Visit the International Oversight Committee ([IOC](#)) website and calendar dates.

Check List for Event Leader, Faculty Sponsor or Organizer

- Provide to BSC:
 - List of Participants
 - Conference Link or website
 - Funding Source for reimbursement
 - Completed forms for each participant
 - Banner ID
 - Home Address
 - International Oversight Committee (IOC) Approval Letter
- Deadlines:
 - For Domestic Travel: Submit paperwork for the participants 21 business days prior to first day of travel
 - For International Travel: Submit paperwork 30 business days prior to first day of travel

Form Review

Section I:
Faculty Information

Section II:
Trip Information
(BSC completes travel information)

Section III:
Required Information

Section IV:
Certification Signature

Section V:
Administrator Approval Signature

**The University of Texas at San Antonio – Student Travel: Request for Authorization
HOP 5.18 - Travel or Events that Involve Students and Other Non-Employee Participants**

I. Requestor/Organizing Department Information			
Name of University Employee Responsible for Trip			
Position/Title			
Organizing Department			
Office and Cell Phone Numbers			
Email Address			
II. Trip Information			
Activity or Event			
Destination			
Purpose of Trip			
Dates of Travel			
Number of Student Participants			
Number of Non-Student Participants			
Lodging Arrangements <input type="checkbox"/> N/A	Indicate address and telephone number:		
Transportation Arrangements <input type="checkbox"/> N/A	Indicate type: <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> University Owned Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> 12 Passenger Van <input type="checkbox"/> University Leased Vehicle		
Names of Authorized Drivers <input type="checkbox"/> N/A			
Airline <input type="checkbox"/> N/A	Indicate carrier and flight numbers:		
Bus <input type="checkbox"/> N/A	Indicate charter name:		
III. Required Documentation and Processes for Organizing Department for activities or events which are covered by HOP 5.18.			
<input type="checkbox"/>	Copy of itinerary for trip to include all dates of travel		
<input type="checkbox"/>	List of participants, emergency contacts and activity/event leaders		
<input type="checkbox"/>	Signed release and indemnification agreement for participants		
<input type="checkbox"/>	Successful completion of the UTSA Campus Security Authority Training online course (EP 502) for faculty and staff identified as an activity/event leader attending the trip <input type="checkbox"/> N/A		
<input type="checkbox"/>	Approved UTSA PD motor vehicle record check of driving record for faculty, staff or a student-employee when a vehicle is owned, leased or rented by the university for travel to the activity or event <input type="checkbox"/> N/A		
<input type="checkbox"/>	Successful completion of the UTSA Defensive Driving Awareness online course (SA 505) for faculty, staff or a student-employee when a vehicle is leased or rented by the university (also required for use of 12 passenger vans) <input type="checkbox"/> N/A		
<input type="checkbox"/>	Successful completion of UTSA driver training course which includes on-road training (for 12 passenger vans only) <input type="checkbox"/> N/A		
<input type="checkbox"/>	Copy of a valid driver's license when vehicles are owned, leased or rented by the university <input type="checkbox"/> N/A		
<input type="checkbox"/>	International travel to a non-restricted region (registration with International SOS is required for all participants) <i>Participants are automatically enrolled if travel arrangements are completed using a UT System contracted travel agency</i> <input type="checkbox"/> N/A		
IV. University Employee Certifying Request			
<input type="checkbox"/>	I certify that all required documentation and processes are complete for this student travel authorization HOP 5.18 request.		
	Printed or typed name	Signature	Date
University Employee Certifying Request			
V. Administrator Approval			
Department Chair, Director, Faculty/Staff Sponsor or Designee			
<small>(1) The organizing department emails a copy of the Student Travel: Request for Authorization, the List of Participants, Emergency Contacts and Activity/Event Leaders and the itinerary to the Office of the Senior Vice Provost and Dean of Students at studentaffairs@utsa.edu and University Police Dispatch at Police.Communications@utsa.edu. (2) The organizing department attaches copies of the same information to the electronic document(s) in PeopleSoft for expenses incurred on behalf of students. Original copies are retained by the organizing department.</small>			

Form Review

Complete top field with required Information

List all participant/travelers, with required information

Note: Form must include Event Leader/Sponsor traveling with group



The University of Texas at San Antonio
Student Travel: Request for Authorization
List of Student Participants, Emergency Contacts and Activity/Event Leaders

In the event of an emergency, (such as, but not limited to, a health concern, injury, accident, natural disaster), local police must be called at 911 immediately and the UTSA Police Department must be notified at (210) 458-4242. Download the [LiveSafe App](#) to communicate with local emergency services and the UTSA Police Department.

Activity/event leaders must carry an itinerary for the activity or event and a list of all participants at all times during the activity or event and all associated travel.

Participants must carry an itinerary and the names and telephone numbers of all activity/event leaders during the activity or event and all associated travel.

Faculty and staff designated as activity/event leaders are required to successfully complete Campus Security Authority online training (EP 502) prior to departure to the activity/event, but at least once a year.

Activity/Event with Date(s) of Travel and Location:						
Full Name of Student Traveler	Mailing Address	Phone Number	Emergency Contact	Phone Number	If University travel requires you to miss a class/lab, have you notified your professor(s)? Yes/No/NA	Designated as an Activity/Event Leader Yes/No/NA

Organizing department emails a copy of the List of Student Participants, Emergency Contacts and Activity/Event Leaders to University Police Dispatch at Police.Communications@utsa.edu and the Office of the Senior Vice Provost for Student Affairs and Dean of Students at studentaffairs@utsa.edu. Note: This form must be typed.

Form Review

**The University Of Texas At San Antonio ("UTSA")
Release and Indemnification Agreement
Handbook of Operating Procedures (HOP) 5.18 and 5.19**

Name of Participant	
Student Identification Number if Enrolled at UTSA	
Age of Participant	
Emergency Contact/Phone Number	
Description of Activity/Trip (including all associated travel)	
Location of Activity/Trip	
Date of Activity/Trip	

By signing below, I ("Participant") consent to the participation in the above-described Activity or Trip ("Activity/Trip"). I have voluntarily applied to participate in the Activity. I understand that certain risks are inherent in any foreign or domestic travel experience and I fully accept those risks. I acknowledge that the nature of the Activity/Trip may expose me to hazards or risks that may result in Participant's illness, personal injury, death or property damage, and I understand and appreciate the nature of such hazards and risks. I affirm that I have read and understand the United States Department of State Travel Advisory and the Centers for Disease Control and Prevention Travel Notice for my destination(s). For minors, I understand that there may be these risks and also unsupervised access to the internet while participating in the Activity/Trip.

I have determined for myself or for Participant and/or in collaboration with healthcare providers that Participant is able to participate in the Activity/Trip. I understand that Participant or Participant's parent is responsible for supplying and administering any and all medicines and medical devices and will carry them on the Activity/Trip. I am aware of and solely responsible for all applicable personal medical needs. I understand I am responsible for payment for any and all medical costs incurred by me while traveling. I recognize that UTSA is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility for meeting those needs. If I require medical treatment while traveling, UTSA is not responsible for the cost or quality of such care or treatment, or injuries arising from or related to such care.

If I am traveling with a group, I agree to leave the location I am visiting with the group at the conclusion of the program. The program dates are per the stated Date of Activity/Trip above. I understand that, in addition to the other provisions of this agreement, UTSA is not responsible for any injury or loss I may suffer when I am traveling independently, or am otherwise separated or absent, from formal program activities supervised or sponsored by UTSA. I understand that I assume all risk and expense associated with any personal travel or deviation from the Activity itinerary.

In consideration of the voluntary participation in the Activity, I/Participant will comply with all UTSA Rules and Policies, including: (i) the Rules and Regulations of the Board of Regents of The University of Texas System (the "Board") (found at <http://www.utssystem.edu/board-of-regents/rules>); (ii) the policies of The University of Texas System (found at <http://www.utssystem.edu/bor/procedures/policy/>); (iii) the institutional rules and regulations and policies of UTSA (which may be found at www.utsa.edu/policies.html); (iv) UTSA's Standards of Conduct Guide, which is located at <http://utsa.edu/sgc/>; and (v) the UTSA's parking rules and regulations (which may be found at <http://utsa.edu/auxiliary/parking.html>). I acknowledge that failure to adhere to these policies can result in consequences, including but not limited to a loss of UTSA privileges, legal remedies and, for students, expulsion from UTSA.

in any medium that may be used or developed in conjunction with them now or in the future, whether that use is known or unknown to me. Further, I waive any right to royalties or other compensation arising from or related to the use of the Recording, if any.

In consideration of Participant being permitted to participate in the Activity/Trip, I hereby accept all risk to property or health, including any illness, injury or death to Participant that may result from such participation, which participation includes all travel associated with the Activity/Trip. I hereby **waive, release and forever discharge, indemnify, and hold harmless** UTSA, its governing board, officers, representatives, employees and agents from any and all liability to Participant, Participant's personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to Participant's property and for any and all illness or injury to Participant's person, including his or her death, that may arise from or occur during Participant's participation in the Activity/Trip, WHETHER CONTRIBUTED TO OR CAUSED BY ANY NEGLIGENCE OF UTSA, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES OR REPRESENTATIVES, OR OTHERWISE. I further agree to **indemnify and hold harmless** UTSA, its governing board, officers, representatives, employees and agents from liability for the illness, injury or death of any person(s) and damage to property that may arise, in whole or in part, from Participant's negligent or intentional act or omission while participating in the described Activity/Trip, WHETHER CONTRIBUTED TO OR CAUSED BY ANY NEGLIGENCE OF UTSA, ITS GOVERNING BOARD, OFFICERS, EMPLOYEES OR REPRESENTATIVES, OR OTHERWISE.

I agree and acknowledge that this Release, including issues arising out of or relating to this Release and the Trip, shall be governed by and construed in accordance with the laws of the State of Texas without regard to conflict of laws principles. I hereby consent and submit to personal jurisdiction in Bexar County, Texas and agree that all disputes arising out of or in connection to this Release and the Trip shall be heard only by a court of competent jurisdiction located in Bexar County, Texas. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, then I agree that the validity of all remaining terms and provisions shall not be affected thereby.

I HAVE READ THE ABOVE RELEASE AND FULLY UNDERSTAND ITS TERMS AND CONDITIONS.

Upon signing below, Participant agrees to the terms set forth in this agreement, and upon UTSA's receipt, whether in electronic or paper form, UTSA deems the signed form as received.

Signature of Participant or Parent/Guardian* Printed Name of Signatory Date

*Participant signs if at least 18 years of age; Parent/Guardian signs if Participant is under the age of 18.

Required Information (page 1)

Review of pages 1-3

Signature and Date (page 3)

Quick Student Travel Reference Guide

A travel authorization is not required when a Student or Faculty travels within Bexar County.

[Travel Authorization](#) is required when traveling outside of Bexar County.

UTSA Student-Employees are students who have a current UTSA work assignment and have an active Employee ID.

- Can create a ServiceNow ticket.
- Travel Authorization request must include their department, destination, explanation, estimated amounts, funding source(s): Cost Center, Project ID, Travel Award. Attach the award letter to the Service Now ticket.
- Must submit an expense reimbursement upon return within 7 days to disencumber the travel authorization.

What is required for Student Travel?

The following forms must be submitted 21 business days prior to travel

- Student Travel: Request for Authorization HOP 5.18
- List of Student Participants, Emergency Contacts and Activity/Event Leaders
- Release and Indemnification Agreement
- Review [Student Travel](#) link for additional information
- Review Student Travel Procedures Handbook

For international travel, please check [Global Initiatives](#) IOC (International Oversight Committee) requirements to ensure your travel is not on the restricted listing and for updates to your destination. Travel requests must be submitted at least 30 business days prior to first day of travel to the BSC and attach the IOC approval letter.

What is recommended and required for Washington DC Travel?

- Visit the [Office of State-Federal Relations site](#)
- Anyone visiting Congressional offices must complete and submit an [OSFR Form](#).

Frequently Asked Questions:

- Travel Awards: How do I use my travel award?
 - The travel award reimburses the funding source used to make your travel arrangements up to the amount awarded when you submit your travel expense reimbursement. This is completed upon return from the event. Attach award letter.
- What if expenses exceed the award amount?
 - If your travel expenses exceed the amount awarded, ask your faculty/sponsor if are willing to cover any additional costs. Please provide the additional amount approved and the funding source. Anything over this approved amount will be considered out of pocket expenses.
- Can a non-employee student rent a vehicle?
 - A non-employee student cannot rent a vehicle. Please refer to [Student Affairs: Student Travel](#) for additional information.
- Can a non-employee student be reimburse for mileage using their personal vehicle?
 - Yes. Travel expense reimbursement can be submitted for mileage or gasoline, but not for both.

Frequently Asked Questions:

- Can students pay for their travel (airfare/hotel) and then be reimbursed?
 - It is preferred that BSC pays for the travel due to state regulations.
- What is covered by Travel (Cash) Advances?
 - Meals per diem. Check U.S. General Services Administration ([GSA](#)) rates as a tool to help you with the travel estimates.
- What is required to receive a Travel Advance?
 - TAR (Travel Authorization Request) form must be completed and submitted 10 business days prior to first day of travel. Funds will be received through direct deposit or will be mailed 4 business days prior to first day of travel.
- How do I submit a travel expense reimbursement?
 - Open a [Service Now](#) ticket: select Financial Forms and select Travel Expense reimbursement. Complete all required fields, including funding source(s) and attach travel related receipts, including travel award letter, if applicable.

Helpful Reference Links & Resources:

[Student Travel | Student Affairs | UTSA | University of Texas at San Antonio](#)

[Global Initiatives – Restricted Region Lists](#)

[GSA Rates – Domestic and International](#)

[Travel Advance Information](#)

[Service Now Link](#)

[Student Travel: Request for Authorization Hop 5.18](#)

[Guide to Complete Student Travel Authorization Form](#)

[List of Student Participants, Emergency Contacts and Activity/Event Leaders](#)

[UTSA Release and Indemnification Agreement](#)

[OSFR Form](#)



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