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
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

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<th>Activity/Event with Date(s) of Travel and Location:</th>
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<tr>
<td><strong>Full Name of Student Traveler</strong></td>
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Organizing department submits 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 President for Student Affairs and Dean of Students at studentaffairs@utsa.edu. Note: This form must be typed.
The University Of Texas at San Antonio ("UTSA")
Release and Indemnification Agreement
Handbook of Operating Procedures (HOP) 3.18 and 3.19

Name of Participant
Student Identification Number
Age of Participant
Emergency Contact/Telephone 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/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 these 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 understood the United States Department of State Travel Advisory and the Center 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 medications 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 observe 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 on otherwise separated or absent, from formal programs 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/Trip itinerary.

In consideration of the voluntary participation in the Activity, 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.utsystem.edu/boardofregents.aspx; (ii) the policies of the University of Texas System (found at http://www.utsa.edu/university/policies.aspx); (iii) the institutional rules and regulations of UTSA which may be found at www.utsa.edu/policies.htm; (iv) UTSA's Standards of Conduct Guide, which is located at http://www.utsa.edu/ and (v) the UTSA's parking rules and regulations (which may be found at http://www.utsa.edu/parking/index.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 ramifications and, for students, expulsion from UTSA.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE RELEASE AND 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 terms the signed form as received.

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

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