

**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 <a href="#">HOP 5.18</a> .			
<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.		
	<b>Printed or typed name</b>	<b>Signature</b>	<b>Date</b>
University Employee Certifying Request			
V. Administrator Approval			
Department Chair, Director, Faculty/Staff Sponsor or Designee			
<p>(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 <a href="mailto:studentaffairs@utsa.edu">studentaffairs@utsa.edu</a> and University Police Dispatch at <a href="mailto:Police.Communications@utsa.edu">Police.Communications@utsa.edu</a>. (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.</p>			