

University of Texas at San Antonio
ORGANIZATION NAME
TRIP NAME
SAMPLE Agreement of Participation
TRIP DATE

I, _____, will attend the NAME OF RETREAT/TRIP/ETC with the NAME OF ORGANIZATION to be held DATES OF EVENT.

I understand that if I sign this form and do not attend NAME OF RETREAT/TRIP/ETC for any reason, I will reimburse ORGANIZATION NAME HERE OR WHO PAID FOR TRIP for the costs associated with my attendance **\$COST OF RETREAT/TRIP/ETC HERE**. Should I not be able to go and can find an acceptable replacement to attend the EVENT HERE, I will not be held accountable for these expenses. Should a plane ticket be purchased for me, I will still need to pay for the plane ticket, but may be able to use it later on a flight of my own. This is due to federal regulations and airline policies. I will be required to pay any additional fees associated with purchasing the replacement a plane ticket for a new person to attend.

I further understand that I will be expected to follow all university guidelines, including guidelines associated with the use of alcohol. Should I violate any guidelines or policies, I understand that I will reimburse the University for all costs associated with my attendance at the event, including all lodging, travel, meals, and registration. I also understand that I may be sent home to the campus at my expense.

I further agree to take part in all aspects of the NAME OF RETREAT/TRIP/ETC or I will reimburse all fees associated with attendance. The only person(s) who may exempt me from attending any part of the conference is PERSON WHO MAY EXEMPT (Advisor, President, etc).

Signature

Banner Number

Printed Name

E-Mail Address

Local (or Campus) Address: _____

Local (or Campus) Phone: _____

Cell Phone: _____

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.