

Student Travel

University of Texas at San Antonio

Presenters:

Edna Dominguez and Carol Gonzalez



Agenda

Review policies

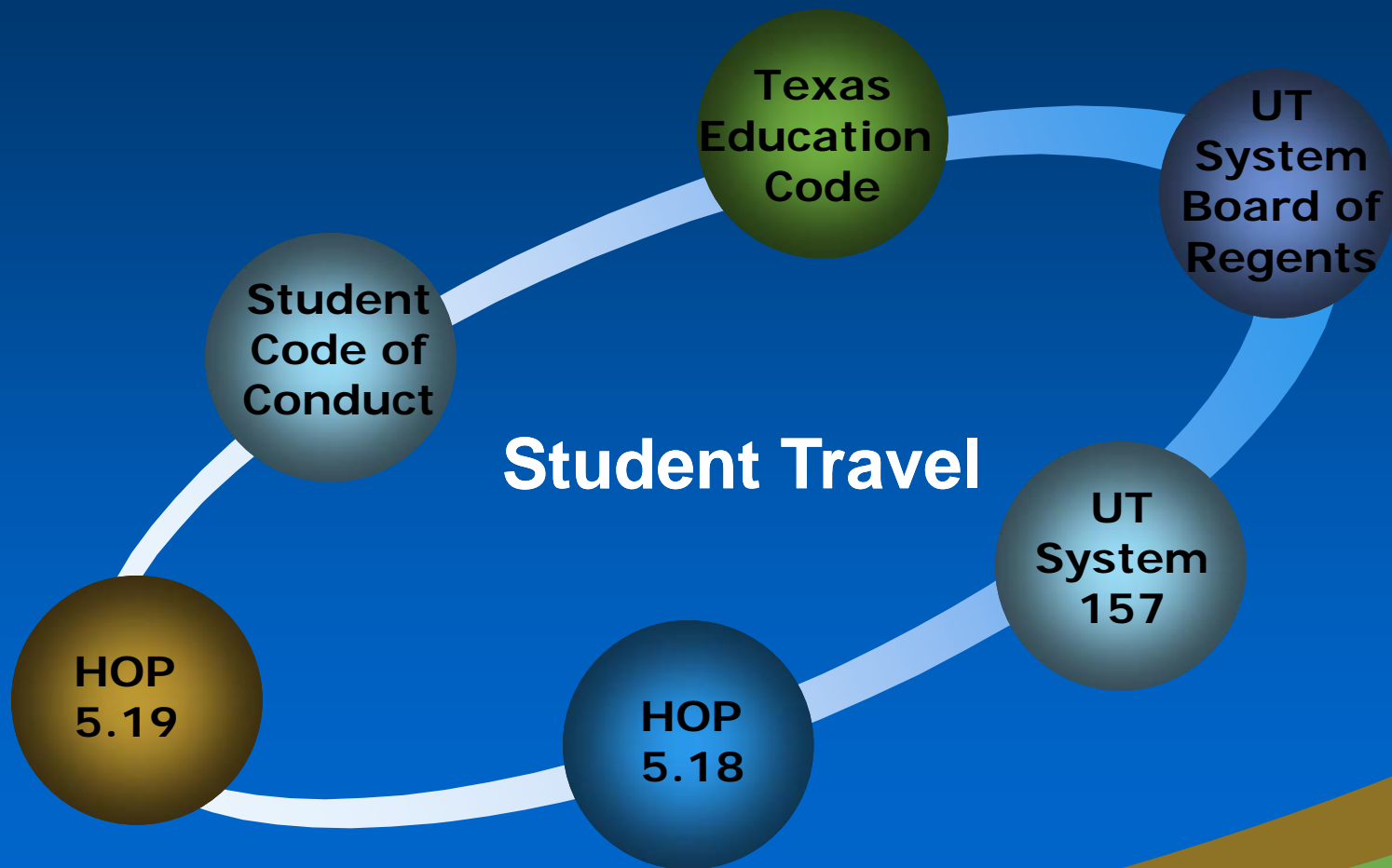
Review process

Review forms

Review website

Questions and answers

Policies



Scope of Policy

**Activity or event
is organized
and/or sponsored
by UTSA**



**Occurs more than
25 miles from UTSA
campus that houses
the organizing
department**

**Covered
under student
travel policy**

Scope of Policy

Covered by policy	Types of trips
✓	Course related field trips
✓	Research trips organized by faculty
✓	Campus recreation programs
✓	Registered student organization trips
✓	Conferences/meetings where students are serving as university representatives
✓	Summer camps/college preparatory programs when transportation has been arranged by UTSA

Student Travel Authorization

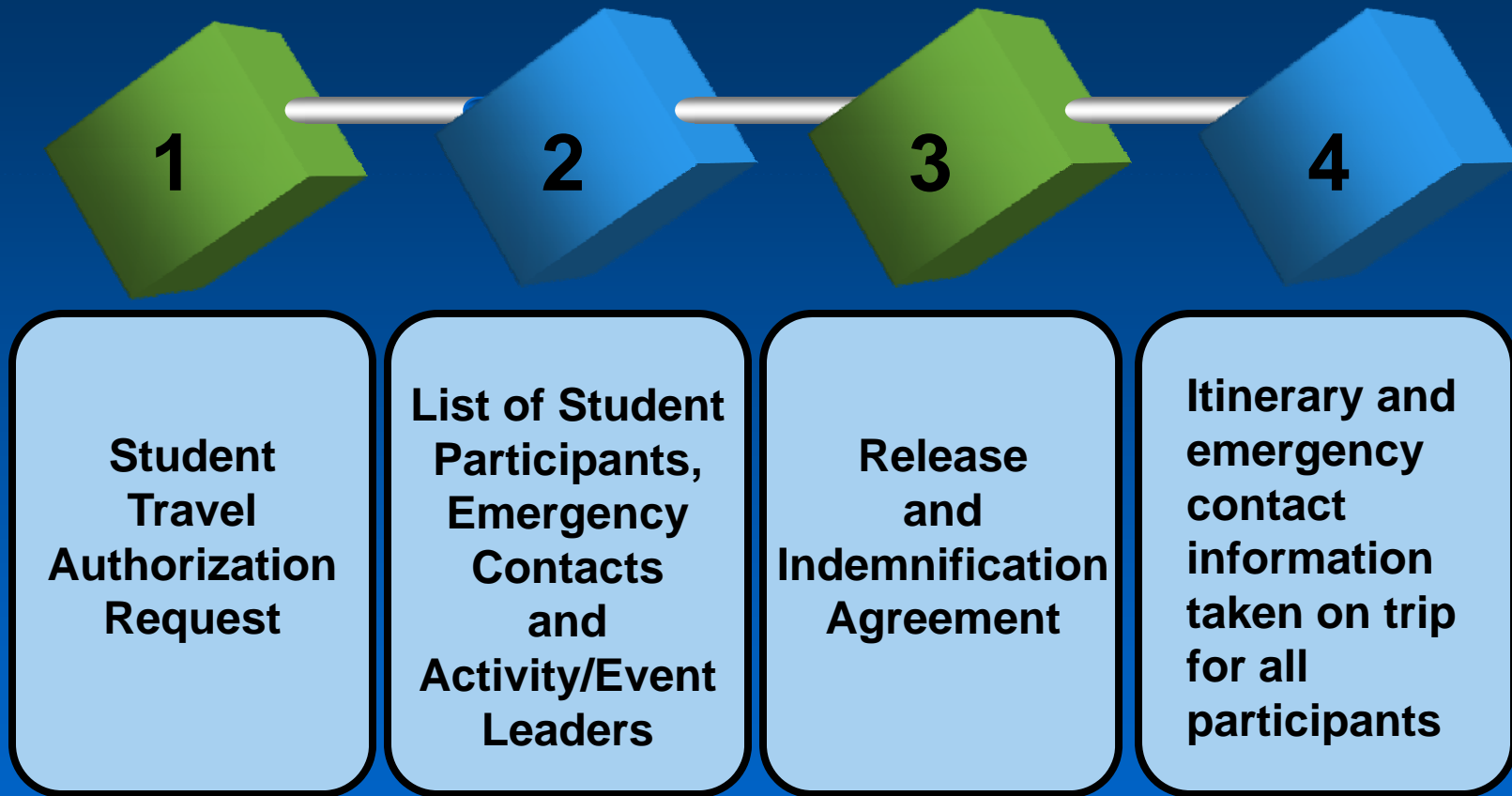
Prior to departure

Must obtain prior written approval including completion of required processes

Must collect and properly distribute necessary information

Must send notification to University Police and the VPSSA Office

Student Travel



Qualifications for owned, leased or rented motor vehicles

Be employed with the university

Valid and current driver's license

Current motor vehicle record check on file

Successful completion of driver training

Listed as a driver on vehicle rental agreement

Use of Personal Vehicle

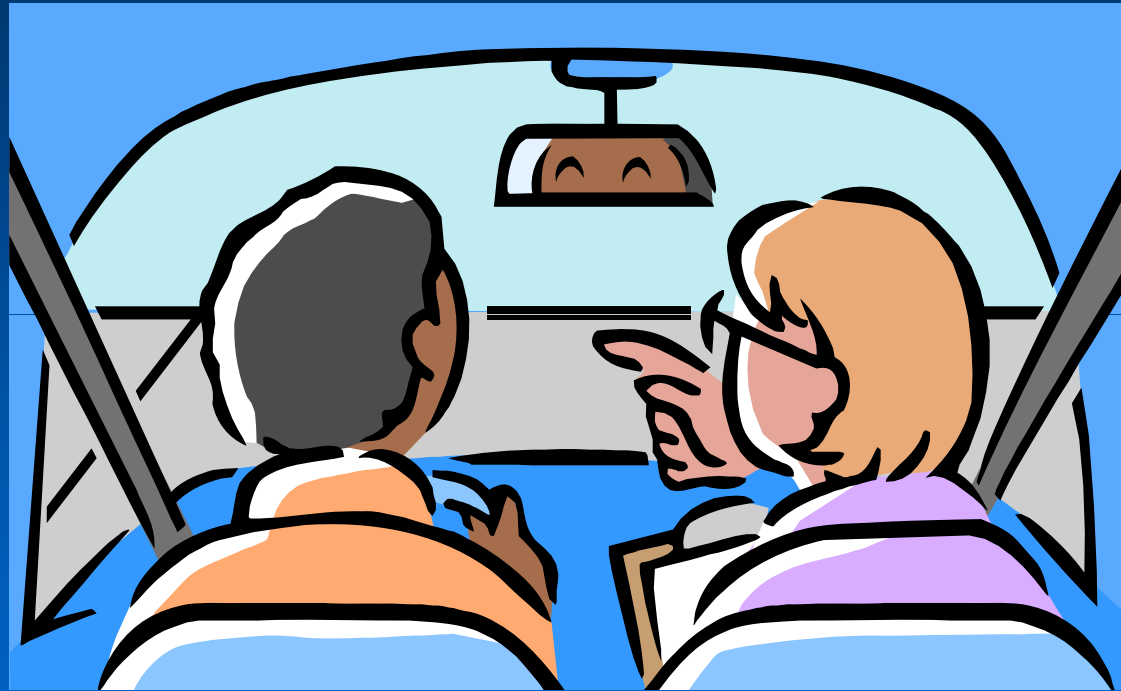
Personal insurance will be primarily responsible for any liability that may arise from such use

University assumes no responsibility or liability for the use of a personal vehicle

Organizing department must notify student in writing prior to departure to activity or event



Student Travel



Safe driving practices

Student Travel

Optional

**Short-term
insurance
coverage**

**Emergency
evacuation
and
repatriation
provider**

Student Travel



Emergency preparations
and response

Retention of Documentation



Student Travel Website

University of Texas at San Antonio - Vice President of Student Affairs Web Site - Windows Internet Explorer

USA http://www.utsa.edu/students/

Student Affairs

News and Events

- [Tuition and Fees](#)
- [Programs and Services](#)
- [Student Ombudsperson](#)
- [Calendar- Events, etc.](#)
- [Giving to Student Affairs](#)
- [Contact Us](#)
- [Student Affairs Emergency Guidelines](#)

Welcome to Student Affairs!

The Division of Student Affairs at UTSA provides a wide variety of quality programs and services designed to support student success and enrich learning and living experiences. We are committed to helping students reach their educational, personal, and professional aspirations. We also strive to help students develop leadership skills and engage them in our campus and the greater community.

Student Affairs offers and administers the services of Admissions, Financial Aid and Enrollment Services, Registrar, Student Life, Student Services, and Athletics. We urge students to explore the many opportunities to make the most of campus and community life and learning.

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- [Catalogs-Courses and Info](#)
- [Student Information Bulletin](#)
- [Student Travel](#)
- [Student Toolbox-Resources](#)

