The University of Texas at San Antonio

Flowchart for Student Travel by Airplane, Bus or Train

Planning Travel to Activity or Event by Airplane, Bus, or Train

See http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract/ for airline contract information or contact Disbursements and Travel Services.

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Student Travel Authorization Request

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List of Student Participants, Emergency Contacts and Activity/Event Leaders

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Release and Indemnification Agreement for Participant

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Registration with International SOS

(1) Required for international travel.

(2) Be sure to check the Restricted Regions List to ensure that travel is permitted to your intended destination or obtain approval to travel to an area on the UTSA Restricted Regions List. See http://provost.utsa.edu/EVP/travel.asp for more information.

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Optional (Not Required)
Special Events Insurance Coverage

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Ready to Travel

(1) Itinerary and emergency contact information for all participants must be taken on trip.

(2) Copy of student travel authorization request, an itinerary and a list of participants, emergency contacts and activity/event leaders must be faxed to University Police (ext. 7587) and the Office of the Vice President for Student Affairs (ext. 5880) prior to departure.