



The University of Texas at San Antonio

Student Travel Authorization Checklist

Use this checklist as a guide for processing student travel requests

- Student travel policy requirements reviewed by all participants.
 - List of participants, emergency contacts and activity/event leaders completed.
 - Release and indemnification agreement signed by every participant.
- Note: Organizing department must notify students who use their own personal vehicle that they must hold a valid driver's license not currently suspended or revoked and carry at least the minimum insurance coverage as required by law. UTSA assumes no responsibility or liability for the use of their personal vehicle for an activity or event. Therefore, they or the personal insurance covering the vehicle will be responsible for any liability that may arise from such use. This notification must be done in writing and in advance of travel to the activity or event.
- Approved motor vehicle record check (for vehicles owned, leased or rented by the university).
 - Successful completion of driver training and test (for vehicles owned, leased or rented by the university).
 - Copy of a valid driver's license (for vehicles owned, leased or rented by the university).
 - Student travel authorization (STA) request completed and signed by the university employee who is certifying that all required documentation and steps are complete.
 - STA request routed to department chair, director, faculty/staff sponsor or designee for approval signature.
 - STA request routed to dean, assistant/associate vice president or designee for approval signature.
 - Original STA request with approval signatures routed to the Travel Management Office if expenses are involved; if expenses are not involved, the original remains on file with the organizing department.
 - Approved STA request, an itinerary and a list of participants, emergency contacts and activity/event leaders faxed to the UTSA Police Department (ext. 7587) and the Office of the Vice President for Student Affairs (ext. 5880) prior to departure.
 - Activity/event leaders provided with a copy of the itinerary and a list of all participants prior to departure.
 - Participants provided with a copy of the itinerary and the names and telephone numbers (cellular and home) of all activity/event leaders prior to departure.
 - Debrief upon return and process any paperwork necessary for reimbursement purposes.
 - Retain original and/or copies of all student travel paperwork according to retention documentation guidelines.

Optional (not required):

- (1) Students without current medical insurance can purchase short-term special event coverage – accident and sickness insurance. See Student Travel Process for more information.
- (2) Students traveling outside the United States can sign up with UT System's Emergency Evacuation and Repatriation Provider. See Student Travel Process for more information.