

The University of Texas at San Antonio

Student Travel: Request for Authorization

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

In the event of an emergency, (such as, but not limited to, a health concern, injury, accident, natural disaster), local police must be called at 911 immediately and the UTSA Police Department must be notified at (210) 458-4242.

Activity/event leaders must carry an itinerary for the activity or event and a list of all participants at all times during the activity or event and all associated travel. Participants must carry an itinerary and the names and telephone numbers of all activity/event leaders during the activity or event and all associated travel.

Date List Completed	<input type="text"/>
Activity/Event with Date(s) of Travel	<input type="text"/>
Location	<input type="text"/>

Activity/Event Leader

Name (Printed)	<input type="text"/>
Phone Number (Cellular and Home)	<input type="text"/>
Local Address	<input type="text"/>
Emergency Contact with Phone Number	<input type="text"/>
If university travel requires you to miss a class/lab, have you notified your instructor(s)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Activity/Event Leader

Name (Printed)	<input type="text"/>
Phone Number (Cellular and Home)	<input type="text"/>
Local Address	<input type="text"/>
Emergency Contact with Phone Number	<input type="text"/>
If university travel requires you to miss a class/lab, have you notified your instructor(s)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Student Requesting Travel

Name (Printed)	<input type="text"/>
Phone Number (Cellular and Home)	<input type="text"/>
Local Address	<input type="text"/>
Emergency Contact with Phone Number	<input type="text"/>
If university travel requires you to miss a class/lab, have you notified your instructor(s)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Student Requesting Travel

Name (Printed)	<input type="text"/>
Phone Number (Cellular and Home)	<input type="text"/>
Local Address	<input type="text"/>
Emergency Contact with Phone Number	<input type="text"/>
If university travel requires you to miss a class/lab, have you notified your instructor(s)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

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Local Address	<input type="text"/>
Emergency Contact with Phone Number	<input type="text"/>
If university travel requires you to miss a class/lab, have you notified your instructor(s)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

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Local Address	<input type="text"/>
Emergency Contact with Phone Number	<input type="text"/>
If university travel requires you to miss a class/lab, have you notified your instructor(s)?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A