

# University of Texas at San Antonio (UTSA) - Student Travel

## Frequently Asked Questions

### What is the university's policy on student travel?

The student travel policy is outlined in the Handbook of Operating Procedures (HOP) Section 5.18 - <http://utsa.edu/hop/chapter5/5-18.cfm>. The policy applies to travel undertaken by students and other non-employee participants to reach an activity or event that meets all of the following conditions:

1. The activity or event is planned by university faculty or staff;
2. The university is funding or, through a potential reimbursement request, may be funding the activity or event;
3. The activity or event is approved by the appropriate university administrators;
4. The activity or event occurs more than twenty-five (25) miles from the applicable university campus (either 1604, Downtown or the Institute of Texan Cultures);  
**AND**
5. One of the following conditions is also met:
  - a. Travel to the activity or event is funded and undertaken using a vehicle owned, leased, or rented by the university including other modes of transportation; **OR**
  - b. Attendance at the activity or event is required by a registered or sponsored student organization.

Section 5.19 - <http://utsa.edu/hop/chapter5/5-19.cfm> specifies the requirements for the mandatory use of a release and indemnification agreement.

### What activities or events are covered under the student travel policy?

The university's student travel policy applies to the following activities or events: course related field trips, research trips organized by a faculty member, campus recreation programs, registered or sponsored student organization trips, conferences and meetings where students are serving as university representatives and travel for summer camps or college preparatory programs when transportation has been planned and funded by the university.

The policy does not apply to travel by students participating in study abroad, national student exchanges, student teaching, internships, practicums, observations and those attending athletic events held out of town including NCAA Division I athletes attending NCAA athletic activities or events.

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## Frequently Asked Questions Continued

### **What forms are required for processing a student travel request that is covered under HOP 5.18 and 5.19?**

A *Student Travel Authorization Request*, *List of Participants*, *Emergency Contacts and Activity/Event Leaders* and a *Release and Indemnification Agreement* are the three (3) primary forms that are necessary for processing a student travel request. These forms are located in the Student Travel public folder in Microsoft Outlook.

A UTSA employee or student-employee who is planning to drive a university-owned, leased or rented motor vehicle must also review and sign the *Texas Department of Public Safety Application for Copy of Driver Record* (motor vehicle record check) form and successfully complete the Defensive Driving Awareness online course (SA 503).

Note 1: The motor vehicle record check must be conducted annually to maintain authorized driving status and contain a rating of three (3) points or fewer as required by UTS 157.

Note 2: The Texas Department of Public Safety Application for Copy of Driver Record form and the Defensive Driving Awareness online course (SA 503) can be accessed at [http://utsa.edu/utsapd/Driving\\_Record\\_Request/Driver\\_Information.html](http://utsa.edu/utsapd/Driving_Record_Request/Driver_Information.html).

### **Are there any additional requirements for international travel?**

Registration with International SOS is required for faculty, staff and students traveling internationally to an activity or event covered under the student travel policy. 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.

International SOS is a 24-hour medical, emergency, and security response organization that provides medical and security evacuation services, email alerts, and country guides to subscribers. See the Student Travel Process document at <http://utsa.edu/students/travel/files/process.pdf> for more information on registering with International SOS.

### **Does student travel paperwork need to be completed for an activity or event that is less than twenty-five (25) miles from the university campuses?**

Student travel paperwork does not need to be completed for an activity or event that is less than twenty-five (25) miles from the university campuses. However, students, faculty, and staff are strongly encouraged to follow the general safety, conduct and emergency contact provisions of the university's student travel policy.

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## Frequently Asked Questions Continued

### **When must a student travel authorization request be submitted for approval?**

The university employee certifying the request must submit the student travel authorization request to the appropriate university administrators at least (10) working days in advance of travel to ensure the request is reviewed and approved prior to departure. It may require more time if UTSA is paying any expenses associated with the activity or event because review will be required by Disbursements and Travel Services. Additional planning time must also be factored in for UTSA employees and student-employees who are driving a university-owned, leased or rented motor vehicle to allow sufficient time to process the motor vehicle record check and complete the Defensive Driving Awareness online course (SA 503).

### **What release and indemnification agreement is used when students travel to an activity or event covered under the student travel policy?**

All students and participants must complete the Release and Indemnification Agreement for Participant form. Departments are advised to contact Environmental, Health, Safety and Risk Management for activities or events with unusual risks. In these cases, a specially tailored release and indemnification agreement may need to be created in coordination with Legal Affairs.

### **What requirements must be met in order to drive a university-owned, leased or rented motor vehicle to an activity or event covered under the student travel policy?**

The following requirements must be met: be a UTSA employee or a student-employee; hold a valid driver's license not currently suspended or revoked and be trained as required by law to drive the vehicle that will be used in travel; have a current motor vehicle record on file with the University Police Department which contains a rating of three (3) points or fewer as required by UTS 157; successfully complete the university's Defensive Driving Awareness online course (SA 503) and be listed as a driver on the vehicle rental agreement for university rented vehicles only.

Note: Twelve (12) and fifteen (15) passenger vans may not be used in any transportation associated with an activity or event covered under the student travel policy.

### **Can organizing departments hire students as occasional employees to drive to an activity or event?**

Organizing departments must not hire students as occasional employees for the sole purpose of driving to an activity or event covered under the student travel policy.

# University of Texas at San Antonio (UTSA) - Student Travel

## Frequently Asked Questions Continued

### **Is liability insurance required for a rental vehicle?**

An automatic liability insurance policy takes effect for vehicles that are rented through approved vendors. See <http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/> for a list of approved vendors or contact Disbursements and Travel Services. When a rental vehicle is not available through an approved vendor, the UTSA employee or student-employee must purchase the rental agency's insurance coverage. This procedure is described in UTS 157.

For institutional travel in Mexico, evidence of liability insurance is required. If coverage is not obtained, travelers can be detained for not adhering to the rules and regulations set forth by that country. See UTS 157 for additional information about automobile travel outside of the United States.

### **What conduct, driving and safety rules must be followed?**

Students must abide by the Student Code of Conduct rules and regulations contained in the UTSA Information Bulletin while they are a passenger in a motor vehicle or are otherwise participating in an activity or event covered under the student travel policy. The organizing department may also require additional rules concerning their expectations of students, participants and passengers in the motor vehicle. Driving rules and safety measures outlined in HOP 5.18 must also be followed.

### **What paperwork must be taken on an activity or trip that is covered under the student travel policy?**

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. Students who purchase Special Events Insurance Coverage must carry a copy of the request with them for the duration of the trip. In addition, student traveling internationally must carry the International SOS membership card at all times.

### **What should be done in the case of an emergency (e.g. a health concern, injury, accident, natural disaster, etc.)?**

Call local police at 911 immediately and notify the UTSA Police Department at (210) 458-4242. For international travel, call one of the three worldwide International SOS Alarm Centers indicated on the membership card. Upon return, contact the Risk Manager in the Environmental Health, Safety and Risk Management Office at (210) 458-5250 to provide a brief summary of the facts concerning the emergency that occurred during the trip.