

UTSA The University of Texas at San Antonio
Student Travel Process

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Student Travel Policy

The university's student travel policy, Section 5.18 of the Handbook of Operating Procedures - <http://utsa.edu/hop/chapter5/5-18.cfm> 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.

Activities or events that may be covered under this policy include the following:

- 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.
- Travel for summer camps or college preparatory programs when transportation has been planned and funded by the university.

Travel authorization including any required approvals, forms and training must be completed prior to departure.

Student Travel Policy Continued

Note 1: This policy does not apply to travel by students participating in an international study abroad activity where academic credit is earned, 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.

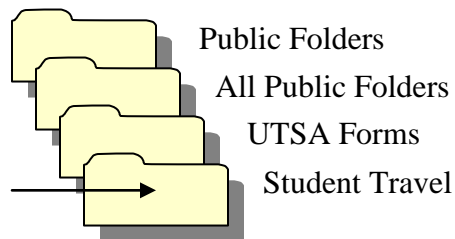
Note 2: Student-employees traveling for reasons related to their employment must adhere to policies established for employees by Disbursements and Travel Services. See <http://www.utsa.edu/financialaffairs/dts/> for more information.

See the following web sites for information on:

Study abroad - <http://international.utsa.edu/programs/about-education-abroad-services/>
National student exchange - <http://www.utsa.edu/advise/nse.html>
Student teaching - <http://coehd.utsa.edu/Students/StudentTeaching/index.htm>
Athletics - <http://www.utsa.edu/about/Athletics/>

Student Travel Authorization Request

The Student Travel Authorization Request – http://www.utsa.edu/students/travel/files/sta_request.pdf is located in the Student Travel folder in Microsoft Outlook.



The appropriate university administrators must approve an activity or event and its associated travel in advance. Such approval is necessary to ensure that the safety of students and other non-employee participants is addressed and that the activities or events advance UTSA's mission.

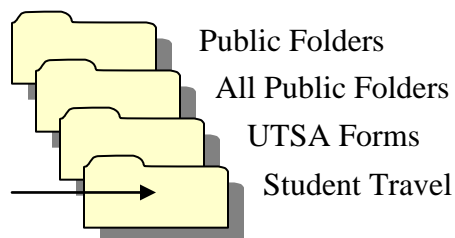
- The Student Travel Authorization Request must be completed and signed by the university employee who is certifying the activity or event. It must not be completed by a student or non-employee.
- Signature approvals from the department chair, director, faculty/staff sponsor or their designees and the dean, assistant/associate vice president or their designees are also required.

Student Travel Authorization Request Continued

- The request must be submitted to the appropriate university administrators at least ten (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).
- Once the request is approved by all appropriate university administrators, the original request must be routed to Disbursements and Travel Services if expenses are involved (i.e. costs associated with lodging/transportation, registration fees, etc.). The organizing department must also retain a copy for their records.
- If expenses are not involved, the original request remains on file with the organizing department.
- Prior to departure, the appropriate university administrators must fax a copy of the student travel authorization request, an itinerary and a list of participants, emergency contacts and activity/event leaders to the UTSA Police Department at ext. 7587 and the Office of the Vice President for Student Affairs at ext. 5880.

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

The List of Student Participants, Emergency Contacts and Activity/Event Leaders - http://www.utsa.edu/students/travel/files/emerg_contacts.pdf is located in the Student Travel folder in Microsoft Outlook.



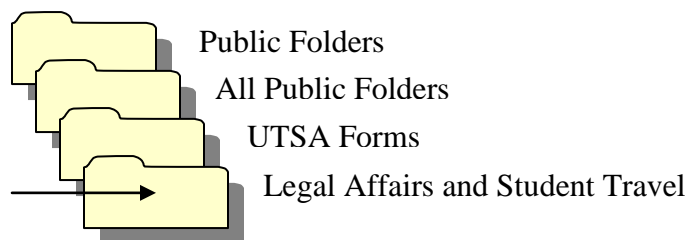
- A list of all participants, including their names, local addresses and telephone numbers (cellular and home), and the names and telephone numbers of persons to contact in case of emergency must be collected and retained by the organizing department.

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

- This includes the name(s) and telephone number(s) (cellular and home) of the activity/event leaders who will be available to students and other non-employee participants at all times during the travel and activity or event and the telephone number for the UTSA Police Department.
- 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.
- As previously stated, the appropriate university administrators must fax a copy of the list of participants, emergency contacts and activity/event leaders to the UTSA Police Department at ext. 7587 and the Office of the Vice President for Student Affairs at ext. 5880 prior to departure.

Release and Indemnification Agreement for Participant

University policy, Section 5.19 of the Handbook of Operating Procedures – <http://utsa.edu/hop/chapter5/5-19.cfm> requires that a release and indemnification agreement be signed by or on behalf of each participant prior to an activity or event. The Release and Indemnification Agreement for Participant is located in both the Legal Affairs and Student Travel folders in Microsoft Outlook.



- If faculty or registered or sponsored student organizations plan frequent activities or events of a similar nature that will be taking place throughout a semester, the faculty or registered or sponsored student organizations may collect from each student at the beginning of each semester a completed and signed release and indemnification agreement (using a comprehensive description of all the related activities/events) and all relevant emergency contact and other information. The organizing department must keep such releases and information on file throughout the semester for use by the appropriate university administrators and others.

Release and Indemnification Agreement for Participant Continued

- On subsequent trips, before each activity or event, students must be asked if any information has changed and must be required to submit updated information or a newly executed release if appropriate before the activity or event.
- The original release and indemnification agreement must remain on file with the organizing department.

Organizing 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 the Office of Legal Affairs.

Note 1: For travelers requesting an exception to the Policy on International Travel to Restricted Regions, a *UTSA High Risk Trip and Project Waiver/Release Form* must be completed for all approved requests. See <http://provost.utsa.edu/EVP/travel.asp> for more information.

Use of Rental Vehicle

Operators who drive a rental vehicle to an activity or event covered under the student travel policy must meet the following requirements. These requirements also apply to university-owned or leased vehicles, however, university-owned or leased vehicles are rarely used for student travel.

- Be a UTSA employee or a UTSA 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 the travel. Copy must remain on file with the organizing department.
- 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. The University Police Department will notify the organizing department about the employee's rating status and whether he/she is eligible to drive a rental vehicle.
 - For any UTSA employee or student-employee who is expected to drive often on travel covered by this policy, the organizing department must perform a motor vehicle record check annually to ensure authorized driving status for such employee or student-employee.
 - The organizing department must also notify such an employee or student-employee that he/she is obligated to report to the organizing department any moving or traffic violation he/she received after the motor vehicle record check has been run.

Use of Rental Vehicle Continued

- The organizing department must report any such moving or traffic violation to the appropriate university administrators, who may require the employee or student-employee to take an additional driver safety course before he/she can transport students or other non-employee participants for a subsequent activity or event because of the moving or traffic violation.
- Successfully complete the university's Defensive Driving Awareness online course (SA 503) at least once a year or before each activity or event.
- Be listed as a driver on the vehicle rental agreement for university rented vehicles only.

In special circumstances, a non-employee or non-student volunteer may be authorized by the vice president for business affairs to use university-owned, leased or rented vehicles. Environmental Health, Safety and Risk Management and the Office of Legal Affairs must be consulted in advance of any proposed travel using university-owned, leased or rented vehicles for a non-employee or non-student volunteer. A recommendation will be submitted to the vice president for business affairs for a decision.

Note 1: 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.

Note 2: When a rental vehicle is not available through an approved vendor, the UTSA employee or UTSA student-employee must purchase the rental agency's insurance coverage. This procedure is described in UTS 157.

Note 3: 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.

Note 4: Organizing departments must not hire students as occasional employees for the sole purpose of driving to an activity or event that is covered under the student travel policy.

Note 5: 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.

Use of Personal Vehicle

While it is strongly recommended that any personal vehicle used in travel associated with an activity or event and the driver of and passengers in such a vehicle be in compliance with the relevant standards and requirements of the student travel policy, the university does not check or confirm that such standards and requirements have actually been satisfied.

- The organizing department must notify students who use their own vehicles 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 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.

Motor Vehicle Record Check

The Texas Department of Public Safety Application for Copy of Driver record (DR-1 form) is available at http://www.utsa.edu/utsapd/Driving_Record_Request/Driver_Information.html. The results of the motor vehicle record check will determine if an employee is eligible to drive a rental vehicle.

- The Texas Department of Public Safety Application for Copy of Driver record (DR-1 form) must be completed annually. The DR-1 form must be submitted 30 days prior to the expiration of last year's request. The organizing department is responsible for verifying that each employee has completed and submitted the DR-1 form.
- Complete "Information Requested On" and "Individual's Written Consent" sections of the Texas Department of Public Safety Application for Copy of Driver record form.
- Send the completed form by campus mail to Kathy Valdez, Administrative Associate I, in the University Police Department - Physical Plant (PP) 1.402, for processing. *Note: The request takes 5 to 10 business days to obtain.*
- Once the employee's driving record is received from the Texas Department of Public Safety, the University Police Department will notify the organizing department about whether the employee is eligible to drive a rental vehicle.
 - For any UTSA employee or student-employee who is expected to drive often on travel covered by this policy, the organizing department must perform a motor vehicle record check annually to ensure authorized driving status for such employee or student-employee.

Motor Vehicle Record Check Continued

- The organizing department must also notify such an employee or student-employee that he/she is obligated to report to the organizing department any moving or traffic violation he/she has received.
- The organizing department must report any such moving or traffic violation to the appropriate university administrators, who may require the employee or student-employee to take an additional driver safety course before he/she can transport students or other participants for a subsequent activity or event because of the moving or traffic violation.
- Clearance must be obtained prior to departure.
- The employee's driving record remains on file with the University Police Department.

Driver Training and Exam

The Defensive Driving Awareness online course (SA 503) can be accessed through your UTSA My Training account.

- Employees are required to successfully complete the course at least once a year or before each activity or event.
- Go to <https://mytraining.utsa.edu/moodle/my/index.php> and log into your My Training account.
- Click on the *General Safety* section.
- Click on *Defensive Driving Awareness Program (SA 503)*.
- Review the instructions and complete the course and exam prior to departure.
- Once you pass the exam, your training history will reflect successful completion of the course.
- Provide verification that you passed the course to the organizing department.

Policy on International Travel to Restricted Regions

The university's policy on international travel to restricted regions includes a restricted regions list of locations throughout the world where travel by UTSA faculty, staff and students is restricted. The policy also details the required procedures and provides the necessary forms for

Policy on International Travel to Restricted Regions Continued

any UTSA faculty, staff or student who proposes to travel to an area on the list either to conduct university business or as part of any university-related activity. See <http://provost.utsa.edu/EVP/travel.asp> for more information.

International SOS

International SOS is a comprehensive, 24 hour medical, emergency, and security response organization that provides medical and security evacuation services, email alerts and country guides to subscribers. Subscription to International SOS has been in place since 2005 for all university sponsored travel, and travelers are automatically enrolled when utilizing one of the U.T. System contracted travel services. This includes Corporate Travel, Alamo Travel and Anthony 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.

- Organizing departments must ensure that university travelers going abroad register for International SOS when the individual makes his/her own travel arrangements and does not use U.T. System contracted travel services.
- Organizing departments must enter notes in the DEFINE electronic Request for Travel Authorization to indicate registration of the faculty or staff traveler with International SOS.
- Organizing departments must also certify that a student traveler has been registered with International SOS on the Student Travel Authorization Request.
- The traveler must provide proof of registration to the organizing department.
- There is no cost to register with International SOS.
- A full description of the services offered by International SOS including registration is available at <http://www.internationalsos.com/en/>. Note: The U.T. System Membership Number is 11BSGC000037.
- Registration with International SOS must be completed prior to departure.
- Print the International SOS membership card and carry it with you at all times while traveling. It includes the telephone numbers of the three major worldwide International SOS Alarm Centers.

International SOS Continued

- Instructions for registering with International SOS can be found at <http://international.utsa.edu/health-and-safety/international-sos/> or on the International SOS product help web page - <http://www.internationalsos.com/producthelp/ptl.htm>.

Optional (Not Required): Special Events Insurance Coverage

Special events insurance coverage is available through the University of Texas System. Students without current medical insurance are encouraged to purchase this coverage when participating in an activity or event that is covered under the student travel policy. Cost is \$2.00 per day.

See the Request for Special Events Insurance Coverage -

<http://www.utsa.edu/students/travel/files/specialeventsinscoverage.xls>, Payment of Student Medical Insurance - http://www.utsa.edu/students/travel/files/med_ins_fee.pdf and the Schedule of Benefits - http://www.utsa.edu/students/travel/files/schedule_benefits.pdf for more information.

- The toll free number for Customer Service is 1-800-767-0700.
- The website address for United Healthcare Student Resources is <https://www.uhcsr.com/SelfServiceSupport/Students/CollegeStudents.aspx>.
- The organizing department completes the Request for Special Events Insurance Coverage and saves the Excel document. *Note: The account number and title is 19-0205-1296, Object Code – 3900, the Student Medical Insurance Account.*
- The organizing department emails the saved Excel document/request to SSPECIALEVENTS@UHCSR.COM for processing. *Note: The email must be sent from your university email account. In addition, when emailing the document, request a delivery receipt under the “Options” tab in Microsoft Outlook.*
- United Healthcare Student Resources will respond to the organizing department (sender) via email. *Note: The completed Request for Special Events Insurance Coverage serves as the invoice for payment purposes.*
- A copy of the completed Request for Special Events Insurance Coverage must be faxed to the Administrative Assistant/Associate in the Office of the Vice President for Student Affairs. Fax number is ext. 5880. Organizing departments must also retain a copy for their records. *Note: The Office of the Vice President for Student Affairs will process payment on the invoice once the student pays for coverage.*
- The organizing department gives the Payment of Student Medical Insurance form to the student to pay for coverage at Fiscal Services prior to departure.

Optional (Not Required): Special Events Insurance Coverage Continued

- Student proceeds to Fiscal Services with the form and makes the payment which is deposited into 19-0205-1296, Object Code – 3900, the Student Medical Insurance Account. Payment can be made by cash, check/money order or credit card (Master Card or Discover). A credit card fee of 1.855% is applied to payments made by credit card.
- Receipt of payment, which must be made prior to departure, is given to the student along with a copy of the Payment of Student Medical Insurance form. Fiscal Services will retain the original form for their records. Student must return to the organizing department with verification that payment has been made.
- A copy of the Payment of Student Medical Insurance form must be faxed to the Administrative Assistant/Associate in the Office of the Vice President for Student Affairs. Fax number is ext. 5880. Organizing departments must also retain a copy for their records.
- Limited funding is available through the Office of the Vice President for Student Affairs for students who are experiencing financial hardship. Requests for assistance should be submitted via email to VPSA@utsa.edu by the university employee who is certifying the completion of the Student Travel Authorization Request.
- A copy of the completed Request for Special Events Insurance Coverage must accompany the student during the trip.

Emergency Notification

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.

In the event of an emergency while traveling internationally, 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.

Retention of Documentation

A copy of the approved Student Travel Authorization Request and supporting documentation must remain on file with the organizing department for a period of not fewer than three (3) years after completion of travel to an activity or event. If any claim, damage or injury is sustained, all

Retention of Documentation Continued

supporting documentation including signed release and indemnification agreements for students and participants associated with such claim, damage or injury must be retained for at least three (3) years after the resolution of any such claim, damage or injury.

The following information must remain on file with the organizing department:

- Original (if expenses are not involved) or copy (if expenses are involved) of the approved student travel authorization request.
- List of participants, emergency contacts and activity/event leaders.
- Signed release and indemnification agreement(s).
- An itinerary of the activity or event.
- Copy of a valid driver's license for students approved to drive a rental vehicle. This also applies to university-owned or leased vehicles, however, university-owned or leased vehicles are rarely used for student travel.
- Proof of registration with International SOS for any individual who makes his/her own travel arrangements and does not use U.T. System contracted travel services.
- Request for Special Events Insurance Coverage and the Payment of Student Medical Insurance form for students who elect to purchase short-term accident and sickness insurance.
- Request for assistance to purchase Special Events Insurance Coverage for students who are experiencing financial hardship.

Note: Student travel documentation including release and indemnification agreements fall under Sections 3.3.023 and 5.1.001 of the Records Retention Schedule.

Definitions

- *Students* are undergraduate or graduate students enrolled in, admitted to, and attending classes at UTSA at the time of the activity or event.
- The *appropriate university administrators* for an activity or event planned by UTSA faculty consist of the organizing department's chair and dean or their designees. The *appropriate university administrators* for an activity or event planned by UTSA staff consist of the organizing department's director and assistant or associate vice president,

Definitions Continued

or their designees. The *appropriate university administrators* for an activity or event planned by a registered or sponsored student organization consist of the registered or sponsored student organization's faculty or staff sponsor or the director of student activities and assistant or associate vice president, or their designees.

- An *organizing department* is the UTSA department that employs the UTSA faculty or staff that plans and funds or through a potential reimbursement request, may be funding the activity or event. For activities or events originating with a registered or sponsored student organization, the *organizing department* is the UTSA department that employs the registered or sponsored student organization's faculty or staff sponsor or the director of student activities.
- A *student-employee* refers to a student who is also a UTSA employee and has job duties that include both driving and participating in one or more activities or events covered by the student travel policy.
- *Activity/event leaders* are responsible UTSA employees, including faculty, staff, and/or student-employees, who will be attending the activity or event as part of their job duties and will be available to students and other participants. In rare instances, a responsible student may be designated and approved in advance by the appropriate university administrators.
- A *navigator* is a faculty member, staff member or student participating in an activity or event who has been appointed to assist (i.e. serve as a guide, help ensure that travel safety rules are followed, etc.) with motor vehicle travel covered by the student travel policy if such travel is anticipated to take longer than two (2) hours.

University Contacts

- Disbursements and Travel Services, (210) 458-4213
- Environmental Health, Safety and Risk Management, (210) 458-5250
- Office of Legal Affairs, (210) 458-4105
- Office of the Executive Vice Provost, (210) 458-4994
- Office of the Vice President for Business Affairs, (210) 458-4201
- Office of the Vice President for Student Affairs, (210) 458-4136
- UTSA Police Department, (210) 458-4242

Fax Contacts

- Copy of the approved student travel authorization request, an itinerary and a list of participants, emergency contacts and activity/event leaders must be faxed to:
 - Office of the Vice President for Student Affairs, (210) 458-5880
 - UTSA Police Department (Dispatch), (210) 458-7587
- Copy of the completed Request for Special Events Insurance Coverage and the Payment of Student Medical Insurance form must be faxed to:
 - Office of the Vice President for Student Affairs, (210) 458-5880