The University of Texas at San Antonio
Flowchart for Student Travel by Rental Vehicle

Planning Travel to Activity or Event by Rental Vehicle

Student Travel Authorization Request

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

Release and Indemnification Agreement for Participant

Employed with the University

Motor Vehicle Record Check

Defensive Driving Awareness Online Course (SA 503)

Registration with International SOS

Optional (Not Required)
Special Events Insurance Coverage

Ready to Travel

(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](http://provost.utsa.edu/EVP/travel.asp) for more information.

(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.

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/](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.