The University of Texas at San Antonio
Flowchart for Student Travel by Airplane, Bus or Train

Planning Travel to Activity or Event by Airplane, Bus, or Train

Student Travel Authorization Request

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

Release and Indemnification Agreement for Participant

Registration with International SOS

Optional (Not Required)
Special Events Insurance Coverage

Ready to Travel

See http://www.window.state.tx.us/procurement/prog/stmp/stmp-airline-contract for airline contract information or contact Disbursements and Travel Services.

(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 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.