



**The University of Texas at San Antonio  
Student Travel Procedures**

---

**HOP 5.18 – Travel or Events that Involve  
Students and Other Non-Employee  
Participants**

## Table of Contents

Section	Page Number
Handbook of Operating Procedures, HOP 5.18 – Travel or Events that Involve Students and Other Non-Employee Participants	3-4
Student Travel: Request for Authorization	4-5
List of Participants, Emergency Contacts and Activity/Event Leaders	5-6
Campus Security Authority Training – (EP 502)	6
Release and Indemnification Agreement for Participant	6-7
Itinerary	7
Authorized Driver for Use of Rental Vehicle	7-9
Authorized Driver for Use of Twelve (12) Passenger Van	9-10
Use of Personal Vehicle	10
Motor Vehicle Record Check of Employee’s Driving Record	10-11
Defensive Driving Awareness Online Course and Quiz (SA 505) for Employees	11-12
Policy on Travel to Restricted Regions	12
International SOS	12-13
<b>(Optional)</b> Special Events Student Health Insurance Plan	13-14
Emergency Notification	14-15
Retention of Documentation	15
Email Contact Information	15

## Handbook of Operating Procedures, HOP 5.18

University policy, Section 5.18 of the Handbook of Operating Procedures - <https://www.utsa.edu/hop/chapter5/5-18.html> 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 Main, Downtown or Hemisfair Park);

### 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 outdoor pursuits 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.

## Handbook of Operating Procedures, HOP 5.18

Note 1: Registration with International SOS is required by faculty, staff, students and student-employees who travel internationally to a non-restricted region for an activity or event covered by HOP 5.18.

Note 2: HOP 5.18 does not apply to international travel to a restricted region, 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 3: The UTSA International Oversight Committee (IOC) reviews and approves a list of restricted regions across the world that potentially pose a travel risk. Any UTSA faculty, staff, student or student-employee who would like to travel internationally to a restricted region must have an exception approved by the IOC prior to departure to that destination. See <https://global.utsa.edu/international-travel/> for more information about the Policy on Travel to Restricted regions and the request process.

Note 4: Student-employees traveling for reasons related to their employment must adhere to policies established for employees by Disbursements and Travel Services. See <https://www.utsa.edu/financialaffairs/services/disbursements-travel/> for more information.

### Student Travel: Request for Authorization

The Student Travel: Request for Authorization – [https://www.utsa.edu/students/documents/student\\_travel\\_authorization\\_july\\_2021.pdf](https://www.utsa.edu/students/documents/student_travel_authorization_july_2021.pdf) is located under the *Forms* section of the student travel website.

The appropriate University administrator must approve an activity or event and its associated travel in advance. Such approval is necessary to ensure that the safety of the participants is addressed and that the activities or events advance UTSA's mission.

- The Student Travel: Request for Authorization must be completed and signed by the University employee who is certifying the activity or event. The request must not be completed by a student or non-employee.
- Signature approval from the department chair, director, faculty/staff sponsor or their designee is required.
- The request must be submitted to the appropriate University administrator at least five (5) business days in advance of travel to ensure the request is reviewed and approved prior to departure.

## Student Travel: Request for Authorization

- Additional planning time by the organizing department must also be considered for UTSA employees and student-employees who are driving a university-owned, leased or rented motor vehicle, including a twelve (12) passenger van, to allow sufficient time to process the motor vehicle record check of the employee's driving record, complete the University's Defensive Driving Awareness online course and quiz (SA 505) and the driver training course with on-road training for use of a twelve (12) passenger van.
- Two (2) business days prior to departure, the appropriate University administrator or organizing department must email a copy of the Student Travel: Request for Authorization, the List of Participants, Emergency Contacts and Activity/Event Leaders and the itinerary to the Office of the Senior Vice Provost for Student Affairs and Dean of Students at [studentaffairs@utsa.edu](mailto:studentaffairs@utsa.edu) and the UTSA Police Department at [Police.Communications@utsa.edu](mailto:Police.Communications@utsa.edu).
- The appropriate University administrator or organization department must also attach copies of the same information to the electronic document(s) in PeopleSoft for expenses incurred on behalf of students. Original copies are retained by the organizing department.

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

The List of Student Participants, Emergency Contacts and Activity/Event Leaders – [https://www.utsa.edu/students/documents/list\\_of\\_student\\_participants\\_emergency\\_contact\\_and\\_activity\\_and\\_event\\_leaders\\_july\\_2021.pdf](https://www.utsa.edu/students/documents/list_of_student_participants_emergency_contact_and_activity_and_event_leaders_july_2021.pdf) is located under the *Forms* section of the student travel website.

- 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.
- 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.
- Faculty and staff identified as activity/event leaders must successfully complete Campus Security Authority training prior to departure to the activity/event, but at least once a year.

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

- The appropriate University administrator or organizing department must email a copy of the List of Participants, Emergency Contacts and Activity/Event Leaders to the Office of the Senior Vice Provost for Student Affairs and Dean of Students at [studentaffairs@utsa.edu](mailto:studentaffairs@utsa.edu) and the UTSA Police Department at [Police.Communications@utsa.edu](mailto:Police.Communications@utsa.edu) prior to departure.

## Campus Security Authority Training (EP 502)

The University's Campus Security Authority (CSA) online training course (EP 502) can be accessed through your UTSA My Training account.

- Faculty and staff designated as activity/event leaders are required to successfully complete CSA training prior to departure to the activity/event, but at least once a year.
- Go to <https://mytraining.utsa.edu/online/>.
- Click on the *Emergency Preparedness* course category section.
- Click on *Online Courses*.
- Click on *Campus Security Authority Training (EP 502)*.
- Log in, review the instructions and successfully complete the course prior to departure.
- Once you complete the course, your training history will be updated to reflect successful completion of the online course.
- Provide verification that you passed the course to the organizing department.

Note: For more information about CSA training and criteria, contact the Clery Compliance Coordinator at (210) 458-4417 or via email at [Clery@utsa.edu](mailto:Clery@utsa.edu).

## Release and Indemnification Agreement for Participant

University policy, Section 5.19 of the Handbook of Operating Procedures – <https://www.utsa.edu/hop/chapter5/5-19.html> requires that a release and indemnification agreement be signed by or on behalf of each participant prior to an activity or event.

- To access the Release and Indemnification Agreement for Participant, go to the Office of Legal Affairs website at <https://www.utsa.edu/legalaffairs/forms.html>.

## Release and Indemnification Agreement for Participant

- If faculty or registered or sponsored student organizations plan frequent activities or events of a similar nature that will take place throughout a semester, the faculty member 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 information. The organizing department must keep such releases and information on file throughout the semester for use by the appropriate university administrator and others.
- 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 risk. In these cases, a specially tailored release and indemnification agreement may need to be created in coordination with the Office of Legal Affairs.

## Itinerary

A copy of the itinerary for the trip, which includes a daily breakdown/timeframe of the activities for all dates of travel, must be emailed to the Office of the Senior Vice Provost for Student Affairs and Dean of Students at [studentaffairs@utsa.edu](mailto:studentaffairs@utsa.edu) and the UTSA Police Department at [Police.Communications@utsa.edu](mailto:Police.Communications@utsa.edu) prior to departure.

## Authorized Driver for Use of Rental Vehicle

Operators who drive a rental vehicle, including twelve (12) passenger vans, to an activity or event covered under the student travel policy must meet the following requirements to become an authorized driver. 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 that is issued by the state where the employee permanently resides and not currently suspended or revoked, and must be trained as required by law to drive the vehicle that will be used in the travel. Copy of the employee's driver's license must remain on file with the organizing department.

## Authorized Driver for Use of Rental Vehicle

- Have a motor vehicle report on file with the UTSA Police Department for the employee's or student employee's driving record which contains a rating of three (3) points or fewer for the most recent three-year driving history as required by [UT System Administration Policy 157 \(UTS 157\)](#). The UTSA Police Department will notify the organizing department about the employee's rating status and whether the employee is eligible to drive a rental vehicle.
  - For any UTSA employee or UTSA student-employee who is expected to drive for travel covered by this policy, the organizing department must request a motor vehicle report from the University Police Department at least every twelve months after the employee or student-employee is initially authorized to drive.
  - The organizing department must also notify such an employee or student-employee that the employee is obligated to report to the organizing department any moving or traffic violation the employee has received after the motor vehicle record report has been evaluated.
  - The organizing department must report any such moving or traffic violation to the appropriate University administrator, who may require the employee or student-employee to take an additional driver safety course before the employee can transport students or other 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 505) prior to departure to the activity/event, but at least once a year. This training is only available to employees of UTSA.
- Drivers of twelve (12) passenger vans must also pass a UTSA driver training course, which includes on-road training, specific to the use of twelve (12) passenger vans prior to departure to the activity/event, but at least once a year. This training is also only available to employees of UTSA.
- For university-rented vehicles only, be listed as a driver on the vehicle rental agreement.

In special circumstances and as authorized by UT System Board of Regents' Rules and Regulations or UT System policies, a non-employee or non-student volunteer may be authorized by the vice president for business affairs to use a university-owned, leased or rented motor vehicle not including twelve (12) passenger vans. 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.



## Authorized Driver for Use of Rental Vehicle

Note 1: An automatic liability insurance policy takes effect for vehicles that are rented through approved vendors. See <https://www.utsa.edu/financialaffairs/services/disbursements-travel/> or contact Disbursements and Travel Services for more information.

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: Fifteen (15) passenger vans may not be used in any transportation associated with an activity or event covered under the Student Travel Policy.

## Authorized Driver for Use of Twelve (12) Passenger Van

Twelve (12) passenger vans may be used in off-campus transportation associated with an activity or event covered under this policy as long as the following requirements are satisfied:

- Must not be a converted, modified, or otherwise altered fifteen (15) passenger van.
- Must have a wheel base of approximately 135 inches or more.
- Must not have the ability to seat more than 12 passengers including the driver and have assigned seatbelts for each seat.
- Must be equipped with an Electronic Stability Control (ESC) or Traction Control System (TCS).
- Must be equipped with the following safety features: front and side curtain air bags, anti-lock brakes (ABS) and a tire pressure monitoring (TPM) system.
- Must achieve a rollover rating of three (3) stars or better for twelve (12) passenger vans (for the specific make, model and year of manufacture) as listed on the National Highway Traffic Safety Administration (NHTSA) crash test and rollover ratings website <http://www.safercar.gov/>.

### Authorized Driver for Use of Twelve (12) Passenger Van

- Drivers of twelve (12) passenger vans must be authorized to drive per **Use of Rental Vehicle Requirements** and must comply with the most current version of [UTS 157](#).
- Drivers of twelve (12) passenger vans must also pass a UTSA driver training course, which includes on-road training, specific to the use of twelve (12) passenger vans before the activity/event, but at least once a year. To sign up for this training, contact the University Fleet Manager at (210) 458-7681.

### 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 HOP 5.18, 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 that is not currently suspended or revoked and must 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 their automobile insurance provider will be responsible for any liability that may arise from using their own personal vehicle. This notification must be done in writing and in advance of travel to the activity or event.

### Motor Vehicle Record Check of Employee's Driving Record

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](http://www.utsa.edu/utsapd/Driving_Record_Request/Driver_Information.html). The results of the motor vehicle record check will determine if a UTSA employee or UTSA student-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 UTSA employee or UTSA student-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 (DR-1 Form).
- Send the completed form to the UTSA Police Department (Attn: Driver's License Check) in the Bosque Building 1.402 or fax to (210) 458-7602 for processing. *Note: The request may take 5 to 10 business days to obtain.*

## Motor Vehicle Record Check of Employee's Driving Record

- Once the employee's driving record is received from the Texas Department of Public Safety, the UTSA Police Department will notify the organizing department about whether the UTSA employee or UTSA student-employee is eligible to drive a rental vehicle.
  - For any UTSA employee or UTSA student-employee who is expected to drive for travel covered by this policy, the organizing department must request a motor vehicle report from the UTSA Police Department at least every twelve months after the employee or student-employee is initially authorized to drive.
  - The organizing department must also notify such an employee or student-employee that they are obligated to report to the organizing department any moving or traffic violation received after the motor vehicle record report has been evaluated.
  - 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 they can transport students or other participants for a subsequent activity or event due to the moving or traffic violation.
- Clearance must be obtained prior to departure.
- The employee's driving record will remain on file with the UTSA Police Department for a period of one year.

## Defensive Driving Awareness Online Course and Quiz (SA 505) for Employees

The University's Defensive Driving Awareness online course (SA 505) can be accessed through your UTSA My Training account. This training is only available to employees of UTSA.

- As part of the requirements to become an authorized driver, UTSA employees and UTSA student-employees are required to successfully complete the course and quiz prior to departure to the activity or event, but at least once a year.
- Go to <https://mytraining.utsa.edu/online/>.
- Click on the *General Safety* course category section.
- Click on *Online Courses*.
- Click on *Defensive Driving Awareness (SA 505)*.
- Log in, review the instructions and complete the course and quiz prior to departure.

## **Defensive Driving Awareness Online Course and Quiz (SA 505) for Employees**

- Once you pass the quiz, your training history will be updated to reflect successful completion of the online course.
- Provide verification that you passed the course to the organizing department.

## **Policy on Travel to Restricted Regions**

The University's Policy on Travel to Restricted Regions includes a restricted regions list of locations throughout the world where travel by UTSA faculty, staff, students is restricted.

The policy details the required procedures and provides the necessary forms for 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 <https://global.utsa.edu/international-travel/> for more information.

Note: The Student Travel Policy does not apply to international travel to a restricted region.

## **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.

Registration with International SOS is required for faculty, staff, students and student-employees traveling internationally to a non-restricted region for an activity or event covered by HOP 5.18.

- Registration for destinations booked through University Contracted Travel Agencies is automatic.
- Organizing departments must ensure that university travelers going abroad register for International SOS when the travelers make their own travel arrangements and do not utilize University Contracted Travel Agencies.
- Travelers must provide proof of registration with International SOS to the organizing department if they make their own travel arrangements.
- A full description of the services offered by International SOS is available at <https://www.internationalsos.com/>.
- Instructions for registering with International SOS can be found at <https://global.utsa.edu/international-travel/ISOS%20registration.html>. The University of Texas (UT) System Membership ID number is 11BSGC000037.

## International SOS

- Download and set up the [International SOS Assistance App](#) on your smartphone for updated travel information and one-touch dialing to security and medical experts.
- Print the International SOS membership card. Log onto the International SOS website at <https://www.internationalsos.com/> with UT Member ID: 11BSGC000037 and carry it with you at all times while traveling. This card contains UT's membership number and phone numbers to International SOS alarm centers around the world.
- Registration with International SOS must be completed prior to departure.
- Organizing departments must certify that all travelers are registered with International SOS on the Student Travel Authorization Request.

## **Optional: Special Events Student Health Insurance Plan**

Special events insurance coverage for domestic travel is available through The UT System. The special events insurance plan administered by Academic Health Plans (AHP) is an injury/accident insurance policy students may elect to purchase if they are participating in a field trip, outdoor excursion, etc. Students without current medical insurance are encouraged to purchase this coverage when participating in an activity or event covered by the student travel policy.

- The [UT Special Events Insurance Plan](#) provides information about the schedule of benefits, common exclusions, conditions of coverage, claim provisions, etc.).
- The cost is \$5.00 per day.
- If the student or organizing department wishes to pay for this coverage, registration for the UT Special Events Insurance Plan is completed online by the organizing department.
- First time users from an organizing department (i.e. staff or faculty member) will need to complete the **UT Special Events Insurance Coverage User ID Request** form and submit this to AHP to be issued a username and password to access the online enrollment portal. See the *Insurance Plans* section of the [student travel website](#) to access the PDF request form.
- The staff or faculty member signs on to the online enrollment portal with his/her user name and password and registers the student(s) for the special events insurance plan coverage.
- The assigned log on information can be used by the staff or faculty member for future special events insurance enrollment requests.

### **Optional: Special Events Student Health Insurance Plan**

- UT System will pay AHP upfront/directly based upon enrollment reports received from AHP.
- UT System will then bill/send an invoice to UTSA, on a quarterly basis, based upon enrollment reports received from UTSA.
- The Office of the Senior Vice Provost for Student Affairs and Dean of Students will coordinate with the organizing department(s) for appropriate account information and/or Fiscal Services for students who paid out-of-pocket to process the payment to UT System for the special events insurance requests made by UTSA.
- If a student is paying out-of-pocket for coverage, the organizing department gives the **Payment for Special Events Insurance Fee for Student Travel** form to the student to complete and pay for coverage at Fiscal Services prior to departure to the activity or event. See the *Insurance Plans* section of the [student travel website](#) to access the PDF payment form.
- The student proceeds to Fiscal Services with the completed form and makes the payment, which is deposited into SMED Cost Center DQX009, Account 44451. Payment can be made by cash, check/money order or credit card (Master Card or Discover). A credit card fee 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 for Special Events Insurance Fee for Student Travel** form. The student must return to the organizing department with verification that payment has been made.
- A copy of the **Payment for Special Events Insurance Fee for Student Travel** form indicating payment to Fiscal Services must be submitted via email to the Office of the Senior Vice Provost for Student Affairs and Dean of Students at [studentaffairs@utsa.edu](mailto:studentaffairs@utsa.edu). The organizing department must also retain a copy for their records.

### **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.
- Download the [LiveSafe App](#) for UTSA. LiveSafe connects you in real-time to online safety resources. You can communicate with local emergency services and the UTSA Police Department.
- In the event of an emergency while traveling internationally, call one of the International SOS alarm centers indicated on the membership card.

### **Emergency Notification**

Upon return, contact the Risk and Life Safety Manager with the Environmental Health, Safety and Risk Management Office at (210) 458-4420 to provide a summary of the facts concerning the emergency that occurred during the activity or trip.

### **Retention of Documentation**

A copy of the approved Student Travel: Request 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 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.

### **Email Contact Information**

- Prior to departure, the organizing department must email a copy of the approved Student Travel: Request for Authorization, the List of Participants, Emergency Contacts and Activity/Event Leaders and the itinerary to:
  - The Office of the Senior Vice Provost for Student Affairs and Dean of Students at [studentaffairs@utsa.edu](mailto:studentaffairs@utsa.edu) and the UTSA Police Department at [Police.Communications@utsa.edu](mailto:Police.Communications@utsa.edu).
- Prior to departure, for students who elected to purchase Special Event Insurance coverage (optional-not required), the organizing department must email a copy of the Payment of Student Medical Insurance form indicating payment by the student to Fiscal Services to:
  - The Office of the Senior Vice Provost for Student Affairs and Dean of Students at [studentaffairs@utsa.edu](mailto:studentaffairs@utsa.edu).