The University of Texas at San Antonio

Student Travel: Request for Authorization

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

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 to communicate with local emergency services and 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 designated as activity/event leaders are required to successfully complete Campus Security Authority online training (EP 502) prior to departure to the activity/event, but at least once a year.

Activity/Event with Date(s) of Travel and Location:						
Full Name of Student Traveler	**Mailing Address**	**Phone Number**	**Emergency Contact**	**Phone Number**	**If University travel requires you to miss a class/lab, have you notified your professor(s)? Yes/No/N/A**	**Designated as an Activity/Event Leader Yes/No/NA**

Organizing department emails a copy of the List of Student Participants, Emergency Contacts and Activity/Event Leaders to University Police Dispatch at Police.Communications@utsa.edu and the Office of the Senior Vice Provost for Student Affairs and Dean of Students at studentaffairs@utsa.edu. *Note: This form must be typed.*