

**The University of Texas at San Antonio – Student Travel: Request for Authorization
HOP 5.18 - Travel or Events that Involve Students and Other Non-Employee Participants**

I. Requestor/Organizing Department Information			
Name of University Employee Responsible for Trip			
Position/Title			
Organizing Department			
Office and Cell Phone Numbers			
Email Address			
II. Trip Information			
Activity or Event			
Destination			
Purpose of Trip			
Dates of Travel			
Number of Student Participants			
Number of Non-Student Participants			
Lodging Arrangements <input type="checkbox"/> N/A	Indicate address and telephone number:		
Transportation Arrangements <input type="checkbox"/> N/A	Indicate type: <input type="checkbox"/> Rental Vehicle <input type="checkbox"/> University Owned Vehicle <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> 12 Passenger Van <input type="checkbox"/> University Leased Vehicle		
Names of Authorized Drivers <input type="checkbox"/> N/A			
Airline <input type="checkbox"/> N/A	Indicate carrier and flight numbers:		
Bus <input type="checkbox"/> N/A	Indicate charter name:		
III. Required Documentation and Processes for Organizing Department for activities or events which are covered by HOP 5.18.			
<input type="checkbox"/>	Copy of itinerary for trip to include all dates of travel		
<input type="checkbox"/>	List of participants, emergency contacts and activity/event leaders		
<input type="checkbox"/>	Signed release and indemnification agreement for participants		
<input type="checkbox"/>	Successful completion of the UTSA Campus Security Authority Training online course (EP 502) for faculty and staff identified as an activity/event leader attending the trip <input type="checkbox"/> N/A		
<input type="checkbox"/>	Approved UTSA PD motor vehicle record check of driving record for faculty, staff or a student-employee when a vehicle is owned, leased or rented by the university for travel to the activity or event <input type="checkbox"/> N/A		
<input type="checkbox"/>	Successful completion of the UTSA Defensive Driving Awareness online course (SA 505) for faculty, staff or a student-employee when a vehicle is leased or rented by the university (also required for use of 12 passenger vans) <input type="checkbox"/> N/A		
<input type="checkbox"/>	Successful completion of UTSA driver training course which includes on-road training (for 12 passenger vans only) <input type="checkbox"/> N/A		
<input type="checkbox"/>	Copy of a valid driver's license when vehicles are owned, leased or rented by the university <input type="checkbox"/> N/A		
<input type="checkbox"/>	International travel to a non-restricted region (registration with International SOS is required for all participants) <i>Participants are automatically enrolled if travel arrangements are completed using a UT System contracted travel agency</i> <input type="checkbox"/> N/A		
IV. University Employee Certifying Request			
<input type="checkbox"/>	I certify that all required documentation and processes are complete for this student travel authorization HOP 5.18 request.		
	Printed or typed name	Signature	Date
University Employee Certifying Request			
V. Administrator Approval			
Department Chair, Director, Faculty/Staff Sponsor or Designee			
(1) The organizing department emails 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 and Dean of Students at studentaffairs@utsa.edu and University Police Dispatch at Police.Communications@utsa.edu . (2) The organizing department attaches 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.			