



The University of Texas at San Antonio

Student Travel Procedures

for HOP 5.18 – Student Travel Policy

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Student Travel Policy

The university's Student Travel Policy, Section 5.18 of the Handbook of Operating Procedures - <http://utsa.edu/hop/chapter5/5-18.cfm> 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 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.
- 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 this policy.

Student Travel Policy Continued

Travel authorization including any required approvals, forms and training must be completed prior to departure.

Note 1: The Student Travel Policy does not apply to travel by students participating in an international study abroad activity where academic credit is earned, international travel to restricted regions, 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 2: Student-employees traveling for reasons related to their employment must adhere to policies established for employees by Disbursements and Travel Services. See <http://www.utsa.edu/financialaffairs/dts/> for more information.

Student Travel Authorization Request

The Student Travel Authorization Request – http://www.utsa.edu/students/travel/files/sta_request.pdf is located under the *Forms and Training* section of the student travel website.

The appropriate university administrators must approve an activity or event and its associated travel in advance. Such approval is necessary to ensure that the safety of students and other non-employee participants is addressed and that the activities or events advance UTSA's mission.

- The Student Travel Authorization Request must be completed and signed by the university employee who is certifying the activity or event. It must not be completed by a student or non-employee.
- Signature approvals from the department chair, director, faculty/staff sponsor or their designees and the dean, assistant/associate vice president or their designees are also required.
- The request must be submitted to the appropriate university administrators at least five (5) business days in advance of travel to ensure the request is reviewed and approved prior to departure. It may require more time if UTSA is paying any expenses associated with the activity or event because review will be required by Disbursements and Travel Services. Additional planning time must also be factored in for UTSA employees and student-employees who are driving a university-owned, leased or rented motor vehicle including twelve (12) passenger vans to allow sufficient time to process the motor vehicle record check, complete the Defensive Driving Awareness online course and quiz (SA 505) and the driver training course with on-road training for twelve (12) passenger vans.

Student Travel Authorization Request Continued

- 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 UTSA Police Department at Police.Communications@utsa.edu and the Office of the Vice President for Student Affairs at VPSA@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 - http://www.utsa.edu/students/travel/files/emerg_contacts.pdf is located under the *Forms and Training* 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.
- As previously stated, the appropriate university administrator or organizing department must email a copy of the List of Participants, Emergency Contacts and Activity/Event Leaders to the UTSA Police Department at Police.Communications@utsa.edu and the Office of the Vice President for Student Affairs at VPSA@utsa.edu prior to departure.

Release and Indemnification Agreement for Participant

University policy, Section 5.19 of the Handbook of Operating Procedures – <http://utsa.edu/hop/chapter5/5-19.cfm> requires that a release and indemnification agreement be

Release and Indemnification Agreement for Participant Continued

signed by or on behalf of each participant prior to an activity or event. The Release and Indemnification Agreement for Participant is located in the *Forms and Training* Section of the student travel website.

- 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 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 administrators 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 risks. In these cases, a specially tailored release and indemnification agreement may need to be created in coordination with the Office of Legal Affairs.

Note 1: For travelers requesting an exception to the [Policy on Travel to Restricted Regions](#), a *UTSA High Risk Trip and Project Waiver/Release Form* must be completed for all approved requests. See <http://international.utsa.edu/forms/category/restricted-region-travel-forms/> for more information.

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. 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 must remain on file with the organizing department.

Use of Rental Vehicle Continued

- Have a motor vehicle report on file with the UTSA Police Department 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 he/she 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 he/she is obligated to report to the organizing department any moving or traffic violation he/she 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 he/she 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) before the activity/event, but at least once a year.
- 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.
- 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.

Note 1: An automatic liability insurance policy takes effect for vehicles that are rented through approved vendors. See <http://www.utsa.edu/financialaffairs/dts/stateContractedVendors.html> for a list of approved vendors or contact Disbursements and Travel Services.

Use of Rental Vehicle Continued

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.

Use of Twelve (12) Passenger Van

Twelve (12) passenger vans may be used in any 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/>.
- Drivers of twelve (12) passenger vans must comply with **Use of Rental Vehicle Requirements (see pages 6 to 8)** and must meet the minimum qualifications and be authorized to drive as per the most current version of [UTS 157](#).

Use of Twelve (12) Passenger Van Continued

- 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 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 the Student Travel Policy, 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 which 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

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. 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, for processing. *Note: The request may take 5 to 10 business days to obtain.*

Motor Vehicle Record Check Continued

- 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 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 he/she is obligated to report to the organizing department any moving or traffic violation he/she 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 he/she can transport students or other participants for a subsequent activity or event because of 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)

The Defensive Driving Awareness online course (SA 505) can be accessed through your UTSA My Training account.

- UTSA employees and UTSA student-employees are required to successfully complete the course and quiz before each activity or event, but at least once a year.
- Go to <https://mytraining.utsa.edu/online/> and log into your My Training account.
- Click on the *General Safety* section.
- Click on *Defensive Driving Awareness (SA 505)*.
- Review the instructions and complete the course and quiz prior to departure.
- Once you pass the quiz, your training history will reflect successful completion of the online course.

Defensive Driving Awareness Online Course and Quiz (SA 505) Continued

- 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 and students is restricted. The policy also 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 <http://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions/> and <http://international.utsa.edu/forms/category/restricted-region-travel-forms/> for more information.

Note 1: The Student Travel Policy does not apply to international travel to a restricted region. However, it does apply to international travel to a non-restricted region if the proposed travel meets all of the conditions as outlined in Section 5.18 of the Handbook of Operating Procedures - <http://utsa.edu/hop/chapter5/5-18.cfm>.

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. Subscription to International SOS has been in place since 2005 for all university sponsored travel, and travelers are automatically enrolled when utilizing one of the U.T. System contracted travel services.

Registration with International SOS is required for faculty, staff and students traveling internationally to a non-restricted region for an activity or event covered under the Student Travel Policy.

- Organizing departments must ensure that university travelers going abroad register for International SOS when the individual makes his/her own travel arrangements and does not use U.T. System contracted travel services.
- The traveler must provide proof of registration with International SOS to the organizing department if he/she makes his/her own travel arrangements.
- There is no cost to register with International SOS.
- Instructions for registering with International SOS can be found at <https://www.utsa.edu/financialaffairs/dts/intlSOS.cfm>. Note: The U.T. System Membership Number is 11BSGC000037.

International SOS Continued

- A full description of the services offered by International SOS including registration is available at <http://www.internationalsos.com/en/>.
- Print the International SOS membership card and carry it with you at all times while traveling. It includes the telephone numbers of the three major worldwide International SOS Alarm Centers.
- 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 is available through the University of Texas System. Students without current medical insurance are encouraged to purchase this coverage when participating in an activity or event which is covered under the student travel policy. Cost is \$5.00 per day.

See the *Insurance Plans* section of the student travel website for the following information:

- (1) Special Events Student Health Insurance Plan (this brochure provides information on the schedule of benefits, common exclusions, conditions of coverage, claim provisions, etc.).
- (2) UT Special Event Insurance Coverage User ID Request form (university employee from the organizing department must request a user id and password to access the online enrollment system to enroll students for coverage).
- (3) Payment for Special Events Insurance Fee for Student Travel (student pays for coverage prior to departure).
- For general questions about coverage or claims, please call 1-888-870-2947 or email USSales.AccHealth@axiscapital.com.
- After university employee completes, scans and emails the UT Special Event Insurance Coverage User ID Request form to Luisa Damiani – luisa.damiani@ahpcare.com at Academic HealthPlans, the employee will be sent a username and password to access the online enrollment feature.
- Employee accesses the online enrollment feature at <https://www.academichealthplans.com/universityAdministrator/> with his/her assigned username and password.

Optional: Special Events Student Health Insurance Plan Continued

- Select **Special Events Enroll** from the navigation menu bar. This will open the enrollment form.
- Several fields in the top event area are mandatory as denoted by an asterisk (*) after the field name. All fields will be saved with the enrollment and available to view on the coverage verification menu.
- To begin the **Enrollment Details** section, select the **Add Student** button.
- Enter the student's information as requested.
- If more students are to be enrolled, select the **Add Student** button again and enter the additional students' information.
- Continue this process until all students are entered.
- Prior to selecting the **Submit** button, ensure there are no blank student rows or fields.
- Select the **Submit** button for immediate enrollment processing.
- Next, a confirmation screen will appear indicating an invoice number for your enrollment request and your total premium cost.
- Organizing departments must provide a copy of the confirmation page to the students that were enrolled.
- A copy must also be retained by the organizing department and another copy must be submitted via email or fax to the Senior Administrative Associate in the Office of the Vice President for Student Affairs. Email: VPSA@utsa.edu, Fax number: ext. 5880.
- 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.
- 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. Student must return to the organizing department with verification that payment has been made.

Optional: Special Events Student Health Insurance Plan Coverage Continued

- A copy of the *Payment for Special Events Insurance Fee for Student Travel* form indicating payment to Fiscal Services must be submitted via email or fax to the Senior Administrative Associate in the Office of the Vice President for Student Affairs. Email: VPSA@utsa.edu, Fax number: ext. 5880. Organizing departments must also retain a copy for their records.
- Limited funding is available through the Office of the Vice President for Student Affairs for students who are experiencing financial hardship. Requests for assistance should be submitted via email to VPSA@utsa.edu by the university employee who is certifying the completion of the Student Travel Authorization Request.
- A copy of the confirmation page indicating the invoice number for the enrollment request must accompany the student during the trip.
- The confirmation page with invoice number and proof of payment by the student are required in order for the payment to be processed by the Office of the Vice President for Student Affairs.

Permission obtained from Academic HealthPlans to use enrollment instructions information.

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.

In the event of an emergency while traveling internationally, call one of the three worldwide International SOS Alarm Centers indicated on the membership card.

Upon return, contact the Risk Manager in the Environmental Health, Safety and Risk Management Office at (210) 458-5250 to provide a brief summary of the facts concerning the emergency that occurred during the 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.

Retention of Documentation Continued

The following information must remain on file with the organizing department:

- Approved student travel authorization request.
- List of participants, emergency contacts and activity/event leaders.
- Signed release and indemnification agreement(s).
- An itinerary for the activity or event.
- Copy of a valid driver's license for students approved to drive a rental vehicle. This also applies to university-owned or leased vehicles, however, university-owned or leased vehicles are rarely used for student travel.
- Proof of registration with International SOS for any individual who makes his/her own travel arrangements and does not use U.T. System contracted travel services.
- Confirmation page indicating invoice number for Special Event Insurance Coverage enrollment and the Payment of Student Medical Insurance form indicating payment to Fiscal Services.
- Request for assistance to purchase Special Event Insurance Coverage for students who are experiencing financial hardship.

Note: Student travel documentation including release and indemnification agreements fall under Sections 3.3.023 and 5.1.001 of the Records Retention Schedule.

Definitions

- Students are undergraduate or graduate students enrolled in, admitted to, and attending classes at UTSA at the time of the activity or event.
- The appropriate university administrators for an activity or event planned by UTSA faculty consist of the organizing department's chair and dean or their designees. The appropriate university administrators for an activity or event planned by UTSA staff consist of the organizing department's director and assistant or associate vice president, or their designees. The appropriate university administrators for an activity or event planned by a registered or sponsored student organization consist of the registered or sponsored student organization's faculty or staff sponsor or the director of student activities and assistant or associate vice president, or their designees.

Definitions Continued

- An *organizing department* is the UTSA department that employs the UTSA faculty or staff that plans and funds or through a potential reimbursement request, may be funding the activity or event. For activities or events originating with a registered or sponsored student organization, the *organizing department* is the UTSA department that employs the registered or sponsored student organization's faculty or staff sponsor or the director of student activities.
- A *student-employee* refers to a student who is also a UTSA employee and has job duties that include both driving and participating in one or more activities or events covered by the student travel policy.
- *Activity/event leaders* are responsible UTSA employees, including faculty, staff, and/or student-employees, who will be attending the activity or event as part of their job duties and will be available to students and other participants. In rare instances, a responsible student may be designated and approved in advance by the appropriate university administrators.
- A *navigator* is a faculty member, staff member or student participating in an activity or event who has been appointed to assist (i.e. serve as a guide, help ensure that travel safety rules are followed, etc.) with motor vehicle travel covered by the student travel policy if such travel is anticipated to take longer than two (2) hours.

University Contacts

- Disbursements and Travel Services, (210) 458-4213
- Environmental Health, Safety and Risk Management, (210) 458-5250
- Fleet Manager, (210) 458-7681
- Office of Legal Affairs, (210) 458-4105
- Office of the Vice President for Business Affairs, (210) 458-4201
- Office of the Vice President for Student Affairs, (210) 458-4136
- UTSA Police Department, (210) 458-4242

Email and Fax Contacts

- 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:
 - Office of the Vice President for Student Affairs, VPSA@utsa.edu
 - UTSA Police Department, Police.Communications@utsa.edu
- Prior to departure, for those students who elected to purchase Special Event Insurance coverage (optional-not required), the organizing department must email or fax a copy of the confirmation page for the Special Event Insurance coverage enrollment and the Payment of Student Medical Insurance form indicating payment by the student to Fiscal Services to:
 - Office of the Vice President for Student Affairs, VPSA@utsa.edu or fax to ext. 5880.