



THE UNIVERSITY OF TEXAS AT EL PASO STUDENT TRAVEL REQUEST AUTHORIZATION FORM

ST-1

HOP Section II: Student Affairs Chapter 12 Student Travel Policy for University Organized or Sponsored Events

I. Requestor/Organizing Department Information

Name of Responsible University Employee for Trip Employee ID

(Individual who will be available to the Students at all times during the travel or activity regardless of whether or not that person will be attending the activity or event)

Will Responsible University Employee be traveling with the Students? Yes No

Position/Title Organizing Department

Office Phone Mobile Phone UTEP Email

If traveling with a Registered Student Organization (RSO), select your RSO:

II. Trip Information

Activity or Event

Destination (City and State) Country

Purpose of Trip (Include full name of conference, NO acronyms please)

Departure Date (MM/DD/YY) Return Date (MM/DD/YY) Type of Travel

Number of student participants If the same group of Students are traveling multiple times to the same destination within the same semester, list other dates of travel.

Number of Non-Student/Non-Employee participants traveling on this trip

Lodging Arrangements N/A Hotel Name Hotel Address
Hotel Phone

Transportation Arrangements N/A Transportation Type: UTEP Van/Suburban Rental Vehicle Personal Vehicle
 Other

Name of Primary Driver N/A

Name of Secondary Driver N/A

Airline N/A Carrier and flight numbers

Bus N/A Charter name

III. Documentation - Mandatory

- Copy of travel itinerary
- Student Travel Request Authorization Form [ST-1]
- List of Activity/Event Leaders, Participants and Emergency Contacts Form [ST-2]
- Release and Indemnification Agreement for each student participant and non-student/non-employee participant
- Emergency Medical Information and Authorization for Medical Treatment Form [ST-3] for each student traveling with the group, along with proof of insurance.

III. Documentation - If Applicable

- Invitation to present/attend/perform, and/or conference agenda for trip
- Copy of a valid driver's license and proof of car insurance for all personal vehicles
- Domestic Travel: Copy of confirmation of Student Travel Insurance purchased through UTEP OR copies of current medical insurance certificates/cards for each traveler or statements that individual student does not have medical insurance
- International Travel: Proof of registrations with International SOS. Enrollment in International SOS triggers automatic enrollment in the international health coverage plan for Students. (Participants are automatically enrolled if travel arrangements are completed using a UT System contracted travel agency.)
- International Destination with a Level 3 or 4 Advisory: Copy of approval from International Oversight Committee
- If traveling to Europe: General Data Protection Regulation [GDPR] form.

IV. Employee Responsible for Certifying Trip

- I certify that all required documentation and processes are complete for this Student Travel Authorization Request.

	Printed Name	Electronic Signature/Date
University Employee Certifying Request		

V. Administrator Approval

Department Chair, Director, or Designee		
Dean or Designee		

Please be advised that circumstances may change such that traveling to the destination chosen is no longer safe or to our benefit. In these rare situations, your trip may be canceled.

All documents must be submitted as a complete travel packet to StudentTravel@utep.edu at least five (5) business days in advance of travel to activity or event. The complete travel packet includes:

- The Student Travel Request Authorization form [ST-1] and the List of Activities/Event Leaders and Participants form [ST-2] as **attachments**. Scanned copies of these forms will not be accepted.
- **Scanned copies** of the Emergency Medical Information and Authorization for Medical Treatment form [ST-3] and, for domestic travel, copy of email confirmation of Student Travel Insurance purchased through UTEP or copies of current medical insurance certificates/cards for each traveler (front and back) or statement that an individual student does not have medical insurance OR for international travel, proof of registration with International SOS.
- **Scanned copies** of Release and Indemnification Agreements for each student participant and non-student/non-employee participant.
- Any additional documentation that may be required as a result of your destination. Refer to the Student Travel website.

FOR OFFICE USE ONLY	
Student Travel Review Electronic Signature/Date	