# Student International Travel Authorization Form

**University Organized or Sponsored Events**

**The University of Texas at Austin**

## Part I. Traveler Information

Complete the following traveler information. Only accompanying faculty members or organizational leaders requesting travel authorization on behalf of a student group should complete Box B. All other individuals must complete Box A.

### A. Individual Student

<table>
<thead>
<tr>
<th>Printed Name of Student:</th>
<th>EID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Unit/Organization:</td>
<td></td>
</tr>
<tr>
<td>Work Phone:</td>
<td>Mobile Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Today's Date:</td>
</tr>
</tbody>
</table>

### B. Accompanying Faculty/Staff or Organizational Leader (ONLY if applicable)

<table>
<thead>
<tr>
<th>Printed Name of Faculty/Staff/Org Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title:</td>
</tr>
<tr>
<td>Administrative Unit/Organization:</td>
</tr>
<tr>
<td>Work Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>

## Part II. UT Emergency Contact Information

Complete the following UT emergency contact information. This should be a UT employee who will be accessible on-campus during your dates abroad. This person may be contacted in the event of an emergency.

<table>
<thead>
<tr>
<th>Printed Name of UT Emergency Contact:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position/Title:</td>
</tr>
<tr>
<td>Administrative Unit/Organization:</td>
</tr>
<tr>
<td>Work Phone:</td>
</tr>
<tr>
<td>E-mail:</td>
</tr>
</tbody>
</table>
Part III. Trip Information

Complete the following trip information.

A. General

Purpose of Trip: _______________________________________________________

Destination(s)*: _______________________________________________________

Departure Date: ________________ Return Date: ________________

Total Number of Student Participants: _______ Total Number of Faculty/Staff Participants: _______

*ALL travel to destinations on the UT-Austin Restricted Regions list must be endorsed by the International Oversight Committee (IOC). Please see www.utexas.edu/international/travel_restrictions to view the official UT-Austin policy and procedures. A signed letter of approval from the Vice Provost for International Programs must best submitted with this form for final travel approval.

B. Accommodation

Contact Name(s) and/or Name of Lodging(s): _______________________________________________________

___________________________________________________________

Address (required): _________________________________________________

Phone Number(s) (required): _________________________________________

E-mail: _____________________________________________________________

C. Transportation

Vehicle Travel (indicate one):

___ Local Rental Car

___ Personal Vehicle

___ Van/Bus*

___ UT-Austin Owned/Leased Vehicle

___ UT System Owned/Leased Vehicle

Printed Name of Driver(s):

(Must include copy of valid driver’s license. If using a personal vehicle, must also include proof of current liability insurance. See Part IV below.)

Air Travel (provide all available details. Attach each traveler’s flight itinerary, if possible.):

______________________________________________________________

______________________________________________________________

______________________________________________________________

*Please note 12- and 15-passenger van regulations found at www.utexas.edu/parking/fleet/vans

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Part IV. Required Documentation

Attach all appropriate documents and submit with this form. Put a check mark next to the items below to indicate which documents are included.

A. _____ Emergency Contact Form
B. _____ Copy of Valid Driver’s License (if applicable)
C. _____ Release/Indemnification Agreements
D. _____ Medical/Emergency Treatment Authorization Forms
E. _____ Emergency Response Plan
F. _____ Proof of Current Liability Insurance (for personal vehicle use only)

Part V. Required Signatures

Complete one of the boxes below (according to your type of travel) and obtain the appropriate administrator’s signature. Students embarking on individual travel (not on behalf of or in conjunction with a UT-Austin Sponsored or Registered Student Organization) should complete Box A. Individuals traveling with a group accompanied by a UT-Austin faculty/staff member (e.g., class field trips) must complete Box B. If traveling as a member of Registered Student Organization, complete Box C. For members of Sponsored Student Organizations, complete Box D.

A. Individual Student

Printed Name of Department Chair: ____________________________
Signature of Department Chair: ____________________________ Today’s Date: ________________
Department: ____________________________________________
Work Phone: ____________________________ Mobile Phone: ____________________________
E-mail: ____________________________

B. Group Travel w/ Accompanying Faculty/Staff

Printed Name of Department Chair: ____________________________
Signature of Department Chair: ____________________________ Today’s Date: ________________
Department: ____________________________________________
Work Phone: ____________________________ Mobile Phone: ____________________________
E-mail: ____________________________
C. Registered Student Organization

(Student Activities and Leadership Development – Office of the Dean of Students)

Printed Name of Policy Advisor: ________________________________

Signature of Policy Advisor: ________________________________ Today's Date: ____________

Printed Name of Assistant Dean of Students: ________________________________

Signature of Assistant Dean of Students: ________________________________ Today's Date: ____________

Work Phone: 512-471-3065 E-mail: sald@uts.cc.utexas.edu

D. Sponsored Student Organization

Printed Name of Sponsoring Department Chair: ________________________________

Signature of Department Chair: ________________________________ Today's Date: ____________

Department: ________________________________

Work Phone: ________________________________ Mobile Phone: ________________________________

E-mail: ________________________________

Part VI. International Office FINAL APPROVAL.

In addition to this form (with accompanying documents/signatures), travelers must also provide the following documentation to the International Office:

1. Proof of International Health Insurance Coverage (document from insurance provider with your name and description of policy coverage)

2. Printed Confirmation of Registration in the UT International Travel Registry:
https://utdirect.utexas.edu/oir/abroad/itr/index.WBX

3. Printed Confirmation of Registration with International SOS (www.internationalsos.com)

Submit ALL materials to the UT-Austin International Office, ATTN: Lia Haisley, International Advisor, WOH 2.120, Campus Mail: PO Box A.

IO Representative Signature: ________________________________ Date of Submission: ____________

Submission of these materials to the International Office is an important part of preparing for a safe trip abroad. However, travel should not begin until UT has officially granted approval.

Traveler will be notified upon final approval.