To adequately prepare for domestic travel, the following simple steps are required.

The *Travel Worksheet* must be completed by any students traveling domestically more than 25 miles from campus, *whether or not you plan to use equipment*.

1. Appoint one authorized representative to be the travel coordinator. The travel coordinator will organize all paperwork and communicate with Moody College Equipment Checkout.

   The travel coordinator will also:

2. Contact Keefe Boerner, the Assistant Director in charge of Production, to discuss travel plans and how to complete the *Travel Worksheet*.

3. Log-in to UTBox ([https://utexas.account.box.com/login](https://utexas.account.box.com/login)) before meeting with Keefe. He will create a student travel folder for your project and invite you to collaborate on this folder so you can turn in documents digitally. *After* you have created a UTBox account, email Keefe at Keefe.Boerner@austin.utexas.edu to let him know about your plans for travel. Include your travel dates, destination, class name and instructor's name.

4. Complete Section A of the *Travel Worksheet (RTF Production Student Travel Worksheet)*, as well as Part I and Part II of *Request for Authorization for Student Travel (Student Request to Travel)* and *Student Travel Cover Sheet (RTF Student Travel Cover Sheet)*.

5. Complete the “Description of Activity or Trip” section found on the *Release and Indemnification Agreement (for adult students), (for adult non-students) or (for minors)*.

6. Copy the *Travel Worksheet*, *Release and Indemnification Agreement*, and the *Authorization for Emergency Medical Treatment (medical release for adults)* or *(medical release for minors)* and distribute to all participants, including cast and crew.

7. Instruct each participant to complete sections B, C and D. All participants who will be driving must also complete section E.

8. Collect all materials and turn in to UTBox by noon at least 10 days prior to checkout date. Take a paper copy of all submitted information on the trip.

Contact Keefe for assistance:

   Phone: 512-471-9253

   Email: keefe.boerner@austin.utexas.edu
Student Travel Policy for University Organized or Sponsored Events

This policy applies to the travel of enrolled undergraduate and graduate students to attend activities or events that are: organized and/or sponsored by The University of Texas at Austin; and occur more than twenty-five (25) miles from the University campus. An organized event is one that is initiated, planned, and arranged by a member of the University’s faculty or staff, or by the members of a sponsored student organization, and is approved by an appropriate administrator. A sponsored event or activity is one that the University endorses by supporting it financially, or by sending students to participate in it as official representatives of the University.

Student Travel Policy for Registered Student Organizations

This policy applies to the travel of student members of a registered student organization when: the organization requires its student members to attend an activity or event; and the activity or event occurs more than twenty-five (25) miles from the University campus. Registered student organizations that require student members travel to and from events or activities that are covered by this policy must obtain prior authorization for such travel from the Dean of Students, Student Activities & Leadership Development.

Travel related forms (also above):
Linked below are various forms that may be required for student travel. If the forms cannot be downloaded, paper copies are available from the Office of the Vice President for Student Affairs, 471-1133. A copy of each is attached, the pdf will be available on the RTF Wiki, and paper copies are available in RTF Equipment CheckOut.

- Request for Authorization for Student Travel*
- Release and Indemnification for adult students
- Release and Indemnification Agreement for Adult Non-Students*
- Release and Indemnification Agreement for minors
- Authorization for Emergency Medical Treatment for Adults*
- Authorization for Emergency Medical Treatment for Minors (under 18)*
- RTF Student Travel Cover Sheet.docx* - used only if you are traveling with RTF production equipment.

*The appropriate forms should be completed and submitted to the RTF Department for review and approval at least ten days prior to travel. Contact Keefe at 512-471-9253 for assistance.

Special Events Insurance Brochure:

- UT_Brochure_Special Events_13_14-2.pdf

NOTE: THIS INFORMATION HAS BEEN TAKEN FROM THE UNIVERSITY OF TEXAS DEAN OF STUDENTS WEBSITE AND ADAPTED TO MEET THE NEEDS OF THE DEPT OF RADIO TELEVISION FILM.

Graduate Students seeking departmental financial support should follow the procedures outlined: http://rtf.utexas.edu/graduate/graduate-funding-resources