



## Guidelines for Domestic Travel by Students

Students traveling domestically for a university-related purpose, regardless of credit or funding source should complete a Request for Authorization for Student Travel and obtain approval.

Examples of university-related travel:

- Class field trips, attendance at scholarly or professional conferences;
- Events organized and arranged by university personnel or by registered student organization regardless of whether or not the organization requires its members to attend;
- Events/activities that UTRGV endorsed by supporting financially or by sending students to participate in it as official representatives of the institution. (i.e. Athletic, Student Publication, Dramatic, Music, or Forensic competition or performances)

### Students engaging in University-related travel are required to:

Step 1: Identify the Travel Coordinator (must be a full-time faculty or staff member at UTRGV)

The Travel Coordinator is responsible for submitting all travel documentation to ensure necessary information on the Travel Forms is complete. In case of an accident, the Travel Coordinator is responsible for contacting the University Police Department Ph# (956) 882-7777 who will notify the appropriate personnel. It is recommended that the Travel Coordinator attend the trip as well.

For the duration of the travel, the Travel Coordinator is designated by the institution as a Campus Security Authority (CSA). CSA's have the responsibility for reporting any Clery reportable crime on a timely basis to the UTRGV Police Department for compliance with the [Jeanne Clery Act](#).

Step 2: Complete the following forms.

1. *Authorization for Student Travel Form*
2. *A Release and Indemnification Agreement Form* for each student attending.

If more than ten (10) students are in attendance, you should submit a Group Travel Roster. This list includes the names, student identification numbers, emergency contact name and phone number for each participant.

Step 3: Submit the completed Authorization for Student Travel form and the Release and Indemnification Form(s) to the Office of the Dean of Students (DOS).

The Dean of Students or designee will review for final approval. Approved forms will be signed, and notification of approval sent to the Travel Coordinator.

Step 4: The Travel Coordinator should conduct a Pre-trip orientation with travelers.

*Sample Agenda for Orientation:*

#### I. Expectations for conduct

Communicate expectations for participation and applicable rules of conduct. For example, all students, or non-University Students participating in University sponsored programs, are required to follow the Student conduct and Discipline policy which observe the standards of conduct appropriate for an academic institution. The following practices are considered unacceptable for members of the University Community but not limited to:

- Illegal Use, Possession and sale of drugs
- Computer usage violations, use of alcoholic beverages, and dishonesty
- Conduct endangers, and verbal or written threats
- Inappropriate behavior if members of an academic institution

II. Review Itinerary and contact information:

It is crucial that the Travel Coordinator has verified all traveler contact information. The privacy of the information should be maintained and used to maintain the safety of the participants.

Provide a copy of the itinerary for participants to keep track of travel and daily activities,

The Travel Coordinator is responsible for approving and deviations from the itinerary and communicating changes to travelers.

III. Provide safety tips while traveling:

*For example:*

- i. Advise participants to keep forms of Identification on them at all times such as Passport, Driver's License, and Student ID.
- ii. Instruct them to be cautious and aware of their surroundings.
- iii. Avoiding areas of demonstrations if possible, and to be careful within the vicinity of demonstrations.
  - Even demonstrations intended to be peaceful can turn confrontational and possibly escalate to violence. Please be advised to stay current with the point of destination's media coverage.
- iv. Be vigilant, as pickpocketing, mugging and "snatch and grab" theft of mobile phones, watches and jewelry can occur.
- v. Do not leave bags unattended in restaurants, pubs, hotel lobbies, and parked cars.
- vi. To be alert of any criminal activity or criminal schemes, such as impostors posing as undercover police officers and "fining" tourists for bogus minor offenses.
  - A legitimate Metropolitan Police Services officer will never demand an immediate cash payment.
- vii. All participants are subject to local laws. If they violate local laws, even unknowingly, he/she may be expelled, arrested, or imprisoned.

Resources:

1. Sample Participant Agreement
2. Student/Group Travel Roster
3. The Student Travel policy (STU 01-300) which sets forth University rules and procedures regarding student and pre-college University program participant travel and to comply with [The University of Texas System policy](#) and state law (Texas Education Code§51.950) relating to student travel. University students may travel off campus when representing a student organization, University department, or engaging in intercollegiate competition or academic activities.
4. UTS Regents Rule 20801 Sec 2. Authorization for foreign travel shall be transmitted through proper administrative channels to the Chancellor or the president of the institution, as applicable, or the respective officer's designee, for advance written approval. Authorization for foreign travel by Chief Administrators must be obtained as required by Regents' *Rules and Regulations*, [Rule 20205](#), Expenditures for Travel and Entertainment by Chief Administrators and for the Maintenance of University Residences.

*Office of the Dean of Students*

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