

# TRAVEL PROCEDURES

**When planning an off-campus event, please ask yourself the following questions:**

*Is the activity sponsored, organized or funded by UT Tyler?*

*Is the activity located more than 25 miles from UT Tyler?*

*Is the activity undertaken using a vehicle owned, leased, or rented by the institution OR is attendance at the activity required by a registered student organization?*

**If you answered “yes” to all of the above questions, then you are subject to the following requirements:**

1. At least one faculty or staff member must accompany students.
2. A pre-trip orientation must be conducted prior to the date of departure. This orientation will give detailed information about the trip, including all known risks.
3. All students traveling on a University-sponsored overnight trip must have medical insurance. Student health insurance is available at minimal cost through the Student Services Office.
4. A Group Travel Authorization Request Form must be turned into the Vice President for Student Affairs, Dr. Howard Patterson, at least two weeks prior to departure. (Note: On the form, the RUO is the Responsible University Official who is the faculty or staff member accompanying the students.)
5. If the trip is approved, each participant must complete the following forms:
  - a. Release and Indemnification Agreement
  - b. Emergency Information Contact Form
  - c. Participant Responsibility Form

The Responsible University Official must submit these forms in addition to the Group Travel Information Form and the approved Group Travel Authorization Request form to Dr. Howard Patterson at least one week prior to departure.

6. The Responsible University Official must complete an Off Campus Travel and Activity Checklist and Emergency Crisis Response Plan and submit to Dr. Howard Patterson one to two days prior to departure.

**For the complete travel guidelines, please [click here](#).**

