



TRAVEL STUDY INCIDENT NOTIFICATION FORM

Instructions: Complete this form and send to studyabroad@uttyler.edu to report all incidents occurring during a UT Tyler International Study Abroad Program.

Name/Title of Individual Submitting Report: _____

Office/College/Dept: _____

Home/Office Phone Number: _____ **Cell phone Number:** _____

UT Tyler Email address: _____

Incident Date: _____ **Time:** _____ **Location:** _____

Name(s)/Best Contact of individual student(s): _____

Name(s)/Best Contact of witnesses: _____

Please indicate status of witnesses:

UT Tyler Faculty

Other (*please describe*)

Staff

Student

Summary of Incident:

Please be as objective and concise as possible in your description of the incident. Items to include in your description include the following. Check all applicable below and write your descriptive report on page two of this form.

How the incident occurred

Who was involved in the incident

What action was taken to resolve the incident

Results of the incident

Involvement of any witnesses (*listed above*)

Description and/or value of any damages to property or person

Any other relevant details.

Descriptive summary of incident:

Please submit to studyabroad@uttyler.edu as soon after the incident as possible.