Travel Paperwork Checklist

- Travel paperwork is to be turned into the local college travel coordinators, depending on site location, for preliminary review. The coordinator (student rep) will ensure all paperwork is completed, then reviewed and approved by the faculty advisor. After reviewed, the travel paperwork must be submitted to the Student Affairs office 3 weeks prior to travel.

- Contact Cat Schlichting c.schlichting@austin.utexas.edu and Cheryl Dickens Cheryl.dickens@austin.utexas.edu or call the Student Affairs office at 512-471-1737, if you have any questions regarding the Student Travel process, preferably before submitting any paperwork for review and approval.

*The travel coordinator (student rep) will provide the following:
  - List the name(s) of the hotel, address, and phone number. The following information must be collected:
    a. List of students staying at the hotel.
    b. List of students rooming together.
    c. List of students staying with relatives (if applicable). List the student’s name as well as the relative’s name, address, and phone number.
    d. The travel coordinator completes ONE Request for Authorization form (complete Parts I and II only) for the entire group. This form is required regardless of the number traveling.

*All travel forms can be found on the College of Pharmacy Student Organization – Student Travel section located here: http://sites.utexas.edu/phr-student-orgs/links-and-documents/

Required documents:
- Request for Authorization, Student Travel: University Organized or Sponsored Events
- Emergency contact Information form
- Proof of Medical Insurance: A copy of the front and back of current health insurance card
- Authorization for Emergency Medical Treatment-Adult
- Travel Information: Hotel and Transportation
- Release and Indemnification Agreement- Adult Student
- Automobile Inspection and Registration Sticker (If driving)
- Student Travel Stipend Policy
- Stipend Reimbursement (Students traveling under an award stipend will submit the signed Stipend Reimbursement form, found on the Student Travel web page listed above, AFTER travel is completed)

AIR TRAVEL – if traveling by air, the student must include a copy of flight itinerary in addition to the forms mentioned prior.

AUTO TRAVEL – if driving a personal vehicle, the travelers must provide:
  - Driver – Automobile Inspection and Registration Sticker Verification form all dates must be current through trip dates
  - Front and back copy of current driver license
  - Front and back copy of current auto liability insurance card

* If a driver is transporting other travelers, each traveler must indicate that they are riders and include the name of the driver on their travel documents.

FINAL APPROVAL – comes from Dean Duhon. Once the Student Affairs office reviews travel packets for completeness, Dean Duhon will sign and stamp the Travel Authorization cover sheet. Travel undertaken without the correct signature AND stamp is not considered authorized.

TRAVEL PACKETS* - Two sealed travel packets will be forwarded to 1) the student organization’s advisor and 2) the student coordinator. These documents carry confidential, but critical, medical and contact information and must remain readily available to the student coordinator and advisor in the unlikely event of an emergency.

*Upon return from travel, all travel documents must be returned to Student Affairs for shredding. *