1. SELECT TYPE OF TRAVEL: ______ DOMESTIC ______ FOREIGN
   Check one: ______ Undergraduate (TR Required) ______ Graduate (No TR Required)
2. ______ STUDENT (TR Required) ______ UNIVERSITY SPONSORED GROUP ______ STUDENT ORGANIZATION
3. Type/Print Name of Student or Sponsored Group or Organization:
4. Destination City, State/Country:
5. Dates of Travel:
   Begins: _______________________________
   Ends: _______________________________
6. Contact/Sponsor’s Name:
7. Email address:
8. Cell Number:

SECTION 1 - REQUIRED FORMS: (All travel forms to be completed five (5) days prior to trip)

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Approved Travel Request (if applicable)</td>
<td></td>
</tr>
<tr>
<td>2. Trip Itinerary</td>
<td></td>
</tr>
<tr>
<td>3. List of Participants with signatures</td>
<td></td>
</tr>
<tr>
<td>(Check the one that applies: ______ Group Travel ______ Class Roster (Names only w/A#) for field trip ______ Student Organization)</td>
<td></td>
</tr>
<tr>
<td>4. Waiver, Indemnification and Medical Treatment Authorization/Form [required for each traveler]</td>
<td></td>
</tr>
<tr>
<td>5. Emergency Information Form(s) [required for each traveler]</td>
<td></td>
</tr>
<tr>
<td>6. Driver release form completed for University, rental and/or personal vehicle [required for each driver]</td>
<td></td>
</tr>
<tr>
<td>7. Acknowledgement of Risk for Foreign Travel</td>
<td></td>
</tr>
<tr>
<td>8. International Travel Safety: Safe Passage Presentation Course #2111728 and Export Control and Embargo Training Course #2111212 [required for Foreign Travel through Train Traq – contact EEO Office at 361-825-2530]</td>
<td></td>
</tr>
<tr>
<td>9. International Travel Questionnaire for Extreme Risk Countries [only if destination is under a current extreme risk travel alert or warning]</td>
<td></td>
</tr>
<tr>
<td>10. Blank copy of Incident/Accident Report [take on all trips]</td>
<td></td>
</tr>
</tbody>
</table>

SECTION 2 – INFORMATION:

| 1. Driving University, rental or personal vehicle? Yes ___ No Rec’d Date: ________ If Yes: 2. Driver(s) cleared by UPD: Yes ___ No Approval Date: ____________ |
| 3. List Driver(s) Name(s) [if more than one driver] Attach Proof of Clearance by UPD (i.e., email or fax confirmation) |
| 4. Personal insurance for students traveling in a rental vehicle (TAMUCC-funded trips) |
| 5. FOR FOREIGN TRAVEL: Need to check with Study Abroad Programs Office at 361-825-2789 for Red 24 Travel Advisory (extreme risk Countries only), clearance, and purchase of CISI coverage. |

SECTION 3 - REQUIRED RECORDKEEPING:

| 1. Student Travel Packet scanned and saved to UCSA Laserfiche travel folder/other student travel packet scanned and emailed to universitypolicefrontdesk@tamucc.edu to include valid driver’s license and proof of vehicular insurance. |
| 2. Copy of Travel Packet with Sponsor (Go Green) |

SECTION 4 - CERTIFICATION:

For student travel compliance purposes, this checklist must be completed.

1. I hereby certify that the required Travel Packet, actions and recordkeeping for this travel is complete and on file.
2. I hereby certify that I verified packets scanned into the TAMUCC repository of Laserfiche are complete, legible, and accurate.

Signature __________________________ Printed Name __________________________ Date ____________

Travel Form – Revised 01/13/2023

Instructions for this form are available at http://adminservices.tamucc.edu/procurement_disbursements/travel/Student%20Travel.html
Traveler's Information:

1. **Select Type of Travel:**
   - Check Domestic if traveling within the U.S.
   - Check Foreign if traveling to Canada/Mexico/U.S. Territories/Foreign this is for trip approval purposes only

2. **Select type of student travel:**
   - Check off the type of student travel
     - **Student** – enter check mark if individual student traveling – Travel Request Required
     - Indicate whether student is undergraduate or graduate
     - **University Sponsored Group** – enter check mark if a group of students is traveling – Travel Request Required
     - This type of travel includes a chaperone or sponsor from TAMUCC
     - **Student Organization** – No Travel Request Required
     - This type of travel is for student organizations and/or clubs recognized by TAMUCC through the University Center & Student Activities (UCSA) department

3. **Type/Print Name of Student or Sponsored Group or Organization**
   - Print or type the name of the student or the sponsored group or the organization name

4. **Destination City, State/Country**
   - Print or type the name of the City, State and/or Country

5. **Dates of Travel**
   - Enter the first and last dates of travel for the trip

6. **Contact/Sponsor’s Name**
   - Enter the name of the contact person or the sponsor who can be contacted regarding trip details

7. **Email address**
   - Enter the email address for the contact person or the sponsor listed on #6

8. **Cell number**
   - Enter the cell number for the contact person or the sponsor listed on #6

---

**Travel documentation process begins following the steps below:**

**SECTION 1 – REQUIRED FORMS** (All forms may be found on the Travel website)

1. **Approved Travel Request (if applicable)**
   - Enter date with Travel Request was approved

2. **Trip Itinerary**
   - Enter date when trip itinerary was completed

3. **List of Participants with Signatures**
   - Check the type of travel that applies and enter date that participant list completed
   - Group travel – needs a list of participants with signatures
   - Class Roster – (names only with A#) for field trips – No signatures required
   - Student Organization – needs the Group Travel Participant List completed and submitted

4. **Waiver, Indemnification and Medical Treatment Authorization/Form**
   - Complete form for each student traveling – Enter date completed
5. **Emergency Information Form(s)**
   Complete for each student traveling – Enter date completed

6. **Driver Release Form Completed for University, Rental or Personal Vehicle**
   Complete for each student driver – Enter date completed

7. **Acknowledgement of Risk for Foreign Travel (if applicable)**
   Complete if traveling to a location that is under a travel alert/warning – Enter date completed otherwise N/A

8. **International Travel Safety: Safe Passage Presentation Course #2111728 and Export Control and Embargo Training Course #2111212 (If applicable)**
   Complete for Foreign Travel through Train Traq – contact EEO Office at 361-825-2530-Enter date completed
   Otherwise N/A

9. **International Travel Questionnaire for Extreme Risk Countries (if applicable)**
   Complete only if traveling to a location that is under a Red 24 Travel Advisory, obtain Red 24 Travel Advisory from Travel Office – Enter date completed otherwise N/A

10. **Blank Copy of Incident/Accident Report**
    Take a blank copy(ies) of report on trip in case of an incident/accident – Enter N/A under date completed

**SECTION 2 – INFORMATION:**

1. **Driving University, rental, or personal vehicle? Yes or No**
   Indicate yes or no answer for student and date information received

2. **If Yes, Driver(s) cleared by Texas.gov? Yes or No**
   Indicate yes or no answer for student(s) since there may be more than one student driving and attach proof of Clearance – Enter date that Texas.gov cleared driver(s)

3. **List Driver(s) Name(s) if more than one driver**
   List names of all student drivers and attach proof of clearance by UPD

4. **Purchase Personal Accident Insurance (PAI) for students traveling in a rental vehicle**
   Must purchase PAI insurance on a rental vehicle for student passengers – Enter date that insurance was Purchased.

5. **FOR FOREIGN TRAVEL**
   Check with Study Abroad Programs Office for Red 24 Travel Advisory, clearance and purchase of CISI coverage – Enter date that approval was received and CISI coverage

**SECTION 3 – REQUIRED RECORDKEEPING:**

1. **Student Organization Travel Packet**
   Enter date that travel packet saved to Laserfiche

2. **Copy of Travel Packet with Sponsor (go green)**

**SECTION 4 – CERTIFICATION:**

1. **Certification**
   Read statement, certify with a signature by authorized personnel, and date on proper lines.

2. **Certification**
   Verify packets have been scanned into the TAMUCC repository of Laserfiche and are complete, legible, and accurate.

Travel Form Instructions – Revised 01/13/2023