**Travel Instructions**

Contact David Ocean ocean@austin.utexas.edu (512) 471-1737 if you have any questions regarding the Student Travel process, preferably before submitting any paperwork for review and approval. Travel paperwork is to be turned into the local college travel coordinator, depending on site location, for preliminary review. The coordinator will check all documents and, only after documentation is correct, and been reviewed and approved by the faculty advisor, will submit to David Ocean. Travel paperwork must be submitted to David Ocean 3 weeks prior to travel.

The travel coordinator will provide the following:

- List the name(s) of the hotel, address, and phone number. The following information must be collected:
  - List of students staying at the hotel.
  - List of students rooming together.
  - List of students staying with relatives (if applicable). List the student’s name as well as the relative’s name, address, and phone number.
  - 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://www.utexas.edu/pharmacy/students/organizations/index.html](http://www.utexas.edu/pharmacy/students/organizations/index.html)*

ALL student travelers must provide the following documents to the college travel coordinator:

- A copy of the front and back of their current health insurance card
- Required Emergency Contact Information form
- Authorization for Emergency Medical Treatment Form

**The Authorization must be inside a sealed envelope** with the signature of the student over the seal of the envelope.

- Travel Information: Hotel & Transportation Form
- Release and Indemnification Agreement form (witnessed)

**AIR TRAVEL** – if traveling by air, the student must include a copy of their 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.*

Prior to submission to David Ocean, the college travel coordinator will collate the information so all packets are uniformly ordered.

**FINAL APPROVAL** – comes from Dean Ginsburg. Once David, or the Student Affairs representative, reviews travel packets for completeness, Dean Ginsburg 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.*

Note: 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.