Texas State University
UPPS 05.06.03 Student Travel: Request for Authorization

Name of University Employee or Student Group/Organization Sponsoring the Program
______________________________________________________________________________

Position/Title ____________________________ Organization or Department ____________________________
Office Phone ____________________________ Cell Phone ____________________________ Email ____________________________

I. Trip Information

Select Type of Travel: ☐ University-Sanctioned Student Travel ☐ Registered Student Organization Travel
☐ International Travel for Students

Activity or Event ______________________________________________________________________________________________

Destination ___________________________________________ Travel Dates ____________________________________________

Purpose of Trip __________ _______________________________________________________________________________________

Lodging Arrangements
☐ N/A Lodging Name, Address and Phone Number

Transportation Arrangements
☐ N/A Transportation Type: ☐ Rental/leased Vehicle ☐ University Owned Vehicle ☐ Personal Vehicle
☐ Airline Carrier and Flight Numbers ____________________________________________
☐ Bus Charter Name ____________________________________________

Name of Authorized Drivers (as defined in UPPS 05.05.02)
☐ N/A _______________________________________________________________________________________

II. Documentation

☐ Copy of Itinerary for trip
☐ Attachment II: Student Travel Group List ☐ Attachment III: Student Travel Activity Release and Indemnity Agreement for EACH participant
☐ A copy of a valid driver’s license for vehicles owned or rented by the university ☐ N/A

III. Administrator Approval

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Group/Organization</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty/Staff Advisor/Sponsor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrator Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 2
*Organizations that originate in an academic unit need the approval of the department chair or school director. Athletic clubs and organizations such as Strutters and Cheer teams, need the approval of their director or coach. Chartered Student Organizations need the signature of department head.