

**INTERNATIONAL GROUP TRAVEL - TRAVEL RESTRICTION EXCEPTION  
REQUEST FORM (FOR ONE-TIME GROUP TRAVEL)  
TO BE COMPLETED BY GROUP TRIP ORGANIZER/LEADER/SPONSOR**

UTSA faculty and/or staff organizing and/or leading international travel events must complete this form in order to receive one-time permission to travel collectively as a group (of at least two people or more) to the same location(s) in a region or area on the **UTSA Restricted Regions List**. This includes, but is not limited to UTSA-related international travel involving programs, exchanges, research, conferences, service-learning projects, meetings, teaching endeavors, etc. at any location within an identified restricted region.

**IMPORTANT: Please note the following exception. Faculty and/or staff sponsoring and leading UTSA-sponsored Faculty-led and course-based programs involving international travel with groups of students should not use or complete this group travel form. Instead, a faculty member proposing to study abroad with a group of students must petition on behalf of the program and all program participants using the **International Faculty/Staff-led Programs - Travel Restriction Exception Request Form**.**

**IMPORTANT**

**IMPORTANT: Please check this box if students are traveling with this group. All students must process through the Office of International Programs in advance of their travel with the group. Once approved, the Office of the Provost will forward a copy of this Request Form to the Office of International Programs for the purpose of mandatory student international travel processing.**

This form should be completed by UTSA faculty requesting an exception from the current travel restriction to conduct a faculty-led program in a location/region found on the UTSA Restricted Regions List. Petitions for a travel exception will be reviewed by the UTSA International Oversight Committee.

All requests must be submitted to the UTSA International Oversight Committee at least 15 working days in advance of proposed travel. **Incomplete requests will not be accepted.**

**SAFETY & SECURITY:** Please use these resources to gather safety and security information about the restricted location to which you are proposing to travel.

International SOS is the UT-System-contracted international emergency assistance provider. The website is [www.internationalsos.com](http://www.internationalsos.com) and our UT System membership ID is 11BSGC000037. Enter the membership number ID to access the up-to-date country-specific medical and safety information that International SOS provides. Additionally, identify local health service providers on the ISOS website or by calling 215.942.8478.

All travelers are required to register with International SOS. Students will be automatically registered when they complete all forms within the UTSA study abroad portal. For faculty and staff, travel booked through one of UTSA's travel agencies is automatically registered with International SOS. Faculty leaders are asked to reinforce with students participating in their program that completing the study abroad application is mandatory prior to departure.

Faculty who do not use a university-contracted agency for travel, must forward their travel itineraries, including accommodations to [MyTrips@travelsecurity.com](mailto:MyTrips@travelsecurity.com) for automatic registration with ISOS prior to departure. Students are required to complete their application in the study abroad portal, doing so will register them with ISOS.

Additional country-specific travel advice is available through the U.S. Department of State website: [www.travel.state.gov](http://www.travel.state.gov). This website lists country-specific warnings, alerts, and advice for U.S. citizens on the risks related to travel. The Centers for Disease Control and International SOS provide information on current health advisories for specific countries.

If approved, each student traveler will also complete the Traveler Mitigation of Risk and Risk Notification Statement within their application in the UTSA study abroad portal.

Name of Requestor  
Person leading/organizing activity \_\_\_\_\_

Title \_\_\_\_\_

Dept. and College \_\_\_\_\_

City/State Destinations & Risk Category

Exact Dates in Country

Itinerary

All travel between above dates

Purpose of  
Proposed Travel

Include necessity  
or justification for  
traveling to the  
restricted country  
and implications  
of not traveling to  
the requested  
destination.

**If you have a  
lengthy  
description,  
please attach a  
separate sheet.**

Use car, taxi, train? Detail transportation use.

Lodging, include address, fax, telephone, e-mail

## Individual Traveler Information

List Name as It Appears on  
Passport, Job Title and Assigned  
Organization for Each Traveler

--

## Student Traveler Information

List Student Traveler Name as  
Appears on Passport.  
Include myUTSA ID (abc123) and  
Email Address

--

Travelers' Level of Familiarity with Region

--

Planned Safety  
Precautions

Additional  
Considerations  
You Believe May  
Be Relevant to  
IOC Review



**IMPORTANT**

I have reviewed the information at the following websites and familiarized myself with the current health advisories or alerts for my proposed area of travel.



CDC Advisory

International SOS Update

## Group Leader Emergency Contact Information While Abroad

It is important that UTSA has the necessary information immediately available to us, in the event that an emergency or unexpected event makes it necessary for the University to locate you during your proposed UTSA related travel in a restricted travel region. Please provide the following information so that UTSA and/or outside sources may know how to contact or communicate with you in the event of an emergency:

Group Leader's Name (as it appears on passport) \_\_\_\_\_

International Cell Phone

Additional (cell/work/home numbers)

E-mail \_\_\_\_\_

Physical Address  
of All Locations  
Where You Will  
Be Staying

## Alternate Emergency Contact Information While Abroad

Please provide an alternate person that UTSA and/or outside sources may use to communicate with you in the event of an emergency:

Alternate Contact Name \_\_\_\_\_

Relationship to Traveler \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone (cell/work/home numbers) \_\_\_\_\_

Contact's e-mail \_\_\_\_\_

**Signature of Requestor** \_\_\_\_\_

Date \_\_\_\_\_

## Department/College/Provost/Vice President Review

Approval of Department Chair	Approval of College/School Dean (or Vice President, President or Executive Vice Chancellor, as appropriate)
Name	
Signature	
Department	
Date	

After the Department Chair and Dean have signed above, please forward this request to:

*Dr. Rene Zenteno*  
*Vice Provost for International Initiatives and Senior International Officer*  
Main Building 4.120  
University of Texas at San Antonio

[Rene.Zenteno@utsa.edu](mailto:Rene.Zenteno@utsa.edu)

Fax: (210) 458-4115

**REMINDER: All requests MUST be submitted to the Vice Provost at least 10 working days in advance of proposed travel.**

No incomplete requests will be accepted.

## IOC Review and Approval

Date of Review \_\_\_\_\_

Approval or disapproval by the UTSA Vice Provost, based on the recommendation of the IOC:

Approved

Disapproved

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Was your request for a travel exception approved?

If so, please remember that in addition to submitting the **UTSA High Risk Trip and Project Waiver/Release Form** to the Office of the Provost, **all travelers are also required to register with International SOS**, UTSA's emergency assistance provider prior to departure. Travelers who use one of UTSA's travel agencies to schedule transportation are automatically registered with International SOS. Because of this, group organizers are strongly encouraged to use a UTSA-contracted agency to schedule transportation for all group members.

If a university-contracted travel agency is not used, then each traveler must manually register his/her travel itinerary into the International SOS database, attach written proof of his/her SOS registration to the completed **UTSA High Risk Trip and Project Waiver/Release Form**, and then submit both forms to the Executive Vice Provost prior to departure.

### Was your request for a restricted travel exception disapproved?

If a travel exception is not granted (for an individual or program), the proposed traveler(s) are not allowed to travel to the restricted region. Travelers who engage in unauthorized travel may be subject to disciplinary action, and any expenses associated with such travel will not be reimbursed.

**NOTE: Due to the dynamic nature of risk management concerns for any given country, any IOC recommended and Executive Vice Provost approved exception applies only to one trip and only for the stated duration of "in-country dates" as provided above. Future travel to a restricted country will require a new request to the IOC for exemption. UTSA reserves the right to recall exempted travelers on short-notice if risk management circumstances warrant such action.**

## TRAVELER MITIGATION OF RISK

Registration of your itinerary details with International SOS, UTSA's emergency assistance provider, is now a UT System REQUIREMENT. The website is [www.internationalsos.com](http://www.internationalsos.com) (Membership ID = 11BSGC000037). By checking the box below you are confirming your registration with International SOS prior to travel.

- Registration with International SOS

The U.S. State Department maintains lists of country-specific Travel Warnings and Alerts for U.S. citizens. The website is [www.travel.state.gov](http://www.travel.state.gov). By checking the box below, you are confirming that you have read and understood the current U. S. State Department Travel Warning or Alert for this destination (if applicable).

- Acknowledgment of U.S. State Department Travel Warning/Alert

Travel to any location on the UTSA Restricted Regions List involves degrees of risk. The UTSA Risk Notification Statement (last page of this document) provides information on many of those risks and resources for mitigating them. By checking the box below, you are confirming that you have read and understood the UTSA Risk Notification Statement.

- Acknowledgment of UTSA Risk Notification Statement

No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region. By checking the box below you are confirming that any participation in travel to a Restricted Region is strictly voluntary, and you assume full responsibility for all risks associated with this travel.

- Voluntarily Traveling to a Restricted Region

## RISK NOTIFICATION STATEMENT

The University of Texas at San Antonio must review international travel to destinations on the UTSA Restricted Regions List, as determined by the International Oversight Committee. Travel to any location on the Restricted Regions list involves certain degrees of risk.

It is important that you UNDERSTAND & CAREFULLY CONSIDER THE FOLLOWING RISKS:

The US Embassy nearest your destination may temporarily close or suspend public services for security reasons. The US Embassy nearest your destination may not be able to provide emergency assistance should you require it. If there is a need to evacuate in an emergency flights may be suspended, and other departure or shelter options may be limited or non-existent.

Access to hospitals, emergency medical care and medications may be limited or non-existent.

Should you experience difficulties, the University of Texas at San Antonio, and their contracted emergency assistance provider, International SOS, may not be in a position to provide emergency assistance to you.

Participation in travel to a UTSA Restricted Region has inherent risks, which may include illness, kidnapping, injury or death. These risks can never be completely eliminated.

Risks of travel to your destination, may include (but are not limited to) dangers to health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest, and/or violence.

Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.

There may be additional health, safety, and security factors/risks that are unknown or that have not been brought to your attention by the University of Texas at San Antonio.

**IT IS HIGHLY RECOMMENDED THAT YOU VISIT & CAREFULLY REVIEW THE FOLLOWING WEBSITES:**

<http://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions/> UTSA Travel Policy

<http://www.internationalsos.com> International SOS website (Member ID: 11BSGC000037)

<http://www.travel.state.gov> US Department of State website for Travel Warnings, advisories, and consular information sheets for the intended destination

<http://www.cdc.gov> US Center for Disease Control and Prevention website for information on health issues and recommended vaccinations for travel to intended destination

<http://www.who.int> World Health Organization website for information on disease outbreaks and emergencies

**ACKNOWLEDGMENT STATEMENT**

*No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region.*  
By submitting this signed request, the traveler confirms that any participation in travel to a Restricted Region is voluntary and assumes full responsibility for all risks associated with this travel.