

Faculty and Staff Request to TRAVEL to Category 2 and 3 RESTRICTED Regions
(FOR ONE-TIME INDIVIDUAL TRAVEL)
TO BE COMPLETED BY REQUESTOR

Individual UTSA faculty and staff requesting to participate in any UTSA-related activity (including but not limited to programs, exchanges, research, conferences, service learning projects, meetings, teaching endeavors, etc.) in a location listed on the [UTSA Restricted Regions List](#) must complete this form. For a list of restricted regions and categories go to: <http://international.utsa.edu/education-abroad-services/policy-on-travel-to-restricted-regions/>

This request for travel to category 2 or 3 restricted regions will be closely reviewed by the UTSA International Oversight Committee (IOC) or its delegate. **All requests MUST be submitted at least 5 working days in advance of proposed travel.** Incomplete requests will not be reviewed.

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. UTSA membership ID is **11BSGC000037**. Enter the membership number ID to access the up-to-date country-specific medical and safety information.

All travelers are required to register with International SOS Travelers who use one of UTSA's travel agencies to schedule transportation are automatically registered with International SOS. Faculty and staff who do not use a university-contracted agency for travel, must forward their travel itineraries, including flight information and accommodations to: MyTrips@travelsecurity.com for automatic registration with ISOS prior to departure.

The **U.S. Department of State** website is www.travel.state.gov and lists country-specific warnings and alerts, while advising U.S. citizens on risks related to travel in specific countries.

REQUESTOR DETAILS:

Name (as it appears on passport)

_____ Department _____ College

_____ Email

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.

By signing above you also confirm that you have read and understood the UTSA Risk Notification Statement on the last page of this document.

The following information is collected for purposes related to safety and emergency response. Please include separate attachment if additional space is needed.

EXPLANATION OF TRAVEL:

Provide a statement detailing the purpose of your travel.

DETAILED TRAVEL ITINERARY:

Provide the following: departure/arrival dates, airline flights #'s, locations, modes of transportation and lodging/accommodations (hotel name, address, telephone number and email).

PLANNED SAFETY PRECAUTIONS FOR TRAVEL AND STAY:

LIST ANY OTHER CONSIDERATIONS YOUR BELIEVE TO BE RELEVANT TO THE IOC REVIEW:

EMERGENCY CONTACT INFORMATION WHILE ABROAD

It is important that UTSA has the necessary information immediately available, 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:

U.S. Emergency Contact Person Name:
Phone numbers (cell/work/home):
Physical Address:
E-mail:
Relation to Traveler:

DEPARTMENT/COLLEGE/PROVOST/VICE PRESIDENT REVIEW

Note: Administrative officers and staff in administrative portfolios, including those of the President, Provost, and other Vice Presidents proposing to travel in a restricted region should submit a completed **Individual Travelers – Travel Restriction Exception Request Form** to his/her immediate supervisor for approval.

Approval of Department Chair

Name: _____ Signature: _____
 Department: _____ Date: _____

Approval of College/School Dean (or Vice President, President as appropriate):

Name: _____ Signature: _____
 Department: _____ Date: _____

SUBMITTING YOUR REQUEST:

After the Department Chair and Dean have signed above, forward this request to: René Zenteno, Vice Provost for International Initiatives and Senior International Officer Main Building 4.120 or by email to cynthia.arreola@utsa.edu

Approval of Vice Provost for International Initiatives

Name: _____ Signature: _____
 Department: _____ Date: _____

TRAVELER MITIGATION OF RISK CHECKLIST

Registration with International SOS

Registration of your itinerary details with International SOS is now a UT System **REQUIREMENT**. Travelers who use one of UTSA's travel agencies to schedule transportation are automatically registered with International SOS. Faculty and staff who do not use a university-contracted agency for travel, must forward their travel itineraries, including flight information and accommodations to: MyTrips@travelsecurity.com for automatic registration with ISOS prior to departure. By checking the box below you are confirming your registration with International SOS prior to travel

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

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. By checking the box, 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 UTSA Risk Notification Statement

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, you are confirming that you have read and understood the UTSA Risk Notification Statement.

Voluntarily Traveling to a Restricted Region

No University of Texas at San Antonio student, faculty, or staff can be required to travel to a Restricted Region. By checking the box 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.

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