

Faculty and Staff Request to Travel to Restricted Regions

(FOR ONE-TIME INDIVIDUAL TRAVEL)

TO BE COMPLETED BY REQUESTOR

For questions regarding Restricted Regions travel, email global@utsa.edu

[Click here for travel request deadlines](#)

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.

This request for travel to restricted regions will be closely reviewed by the UTSA International Oversight Committee (IOC) or its delegate. **All requests MUST be submitted at least 30 days in advance of proposed travel.** Requesting an exception and submitting the appropriate documentation for the IOC's review does not guarantee travel approval. The IOC strongly recommends that no travel arrangements be made until the faculty/staff has received the IOC's final written approval to travel to the designated restricted region. Incomplete requests will not be reviewed.

Please use **Adobe Reader** to fill out the request form. Faculty/Staff are responsible for obtaining the appropriate signatures on their own.

Requestor Details

Fill out all fields.

Name (as it appears on passport)	abc123
Title	Department/College
Email	Phone
Cell phone where you can be reached at abroad	Landline phone in use while abroad

U.S. Emergency Contact Information

Fill out all fields.

**Provide all phone numbers with the country code (e.g., a Mexico City phone number would read 011-52-55-5080-2000).*

Full Name	Relation to traveler
Phone Numbers (cell/work/home)	E-mail
Physical Address	

Description of Travel

Fill out all fields.

*Travel dates must be included for final submission.

Proposed Locations (Cities and Countries)	
Purpose of Travel (E.g., Research, Conference)	Proposed Travel Dates

[Restricted Regions List](#). What is the category of restriction for your proposed travel?

1
 2
 3
 4

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Pre-Departure Safety and Security

Initial the appropriate box
in each section.

A. U.S. DEPARTMENT OF STATE

Smart Traveler Enrollment Program (STEP)

Register your travel with the U.S. Department of State using the Smart Traveler Enrollment Program (STEP), <https://step.state.gov/step>. STEP allows you to enter information about your upcoming trip abroad so that the U.S. Department of State can better assist you in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest U.S. embassy or consulate.

Yes, I will enroll in the U.S. Department of State's Smart Traveler Enrollment Program (STEP).

No, I am not a U.S. citizen; but I will follow the guidance provided by my country of citizenship.

B. INTERNATIONAL SOS

How to Contact International SOS

The University of Texas System provides all students, faculty, and staff traveling internationally on UT-sponsored activities/programs with overseas insurance. The overseas insurance package includes a membership with International SOS, an international emergency assistance provider. If you need medical or security-related advice or assistance at any time while abroad, contact International SOS at 1-215-942-8059, or call UTPD at 1-210-458-4242. Depending on the nature and severity of your situation, International SOS can pay for your medical care and/or other services, or you may need to pay yourself and file a claim for reimbursement. Questions about overseas insurance and filing a claim should be directed to International SOS.

For more information on ISOS and overseas insurance: [Click here](#).

Download the ISOS smartphone app: <https://www.internationalsos.com/assistance-app>

UT Member ID: 11BSGC000037

Yes, I understand how to contact International SOS.

International SOS Individual Travel Security Briefing

Faculty and staff proposing travel to a Restricted Region(s) are strongly encouraged to participate in a one-on-one discussion with an International SOS security expert to review the proposed itinerary and travel plans and to obtain personalized safety/security guidance.

1. Call ISOS at 1-215-942-8478, or toll free: 1-800-523-6586.
2. Identify yourself as UTSA faculty/staff (Member ID 11BSGC000037).
3. Ask to speak to a security expert to discuss travel advice for your destination. Be prepared to take notes.
4. Review your travel itinerary, and discuss safety/security guidance and any other travel advice.
5. Take notes to include in the ISOS section of this packet.
6. Ask for an ISOS Case # and the security expert's name.

Yes, I have discussed my itinerary and travel plans with an International SOS security expert. I understand that the IOC will receive a report of the call.

No.... why not? _____

International SOS Case Number

Name of International SOS Security Expert

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EXPLANATION OF TRAVEL

Answer each of the following questions. If more space is needed, use the additional text box provided after the "Required Attachments" section or attach a Word Document.

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

1. Provide a statement detailing the purpose of your travel.

2. Planned safety precautions for travel and stay: Include the following as appropriate...transportation plan to and from airport to accommodation(s), cell phone plan, areas that you plan to frequent, areas you plan to avoid, will you be traveling alone or in a group, etc.

3. What is your familiarity with the proposed location? (E.g., professional networks, family connections, language proficiency, etc.)

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Proposed Itinerary and Activities

Answer each of the following questions. If more space is needed, attach a Word Document.

1. List physical addresses for your accommodations and work location if different. Be specific enough for an accurate search on Google Maps and attach map showing, to and from airport, lodging, study/research sites, etc.

Instructions on how to create map of proposed travel (log in using a google account):

<https://www.google.com/maps> → ≡ (menu) → YOUR PLACES → MAPS → CREATE MAP → add drop pins to indicate: lodging, places of work, study/research sites, planned visits; DRAW LINE to and from airport <-> lodging, planned transportation routes.

2. List proposed airlines and flight numbers. (The IOC recommends you do not book travel prior to approval; however, list potential flight information.)

3. Describe how you will travel within the region and day-to-day movement.

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Risk Notification Statement

Read all of the following statements and initial all boxes.

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** and **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.

Yes, I have read and understand the above statements.

It is **HIGHLY RECOMMENDED** that you visit & **CAREFULLY REVIEW** the following websites:

- [UTSA Travel Policy](#) to restricted regions
- [International SOS](#) (Member ID: 11BSGC000037)
- [US Department of State](#) for travel warnings, advisories, and consular information sheets for the intended destination
- [US Center for Disease Control and Prevention](#) website for information on health issues and recommended vaccinations for travel to intended destination
- [World Health Organization](#) website for information on disease outbreaks and emergencies

Yes, I have read and understand the above statements.

Voluntary Participation in Travel

Read the following statement and initial the box at the end.

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.

Yes, I have read and understand the above statement.

IOC Right to Withdraw Approval

Read the following statement and initial the box at the end.

In the event of approval, **the University retains the right to withdraw approval and/or require return to the U.S.** This may occur if there is a change in the proposed itinerary, the critical nature of the trip, or the health/safety/security climate of the region of interest.

Yes, I have read and understand the above statement.

Penalties for IOC Travel Policy Violation

Read the following statement and initial the box at the end.

The University reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the UTSA Travel Policy to Restricted Regions.

Yes, I have read and understand the above statement.

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Required Signatures

Signature of Traveler

Date

Dpt. Chair/Supervisor Signature

Print Name

Date

Dean or Delegate Signature

Print Name

Date

The IOC welcomes additional comments from the Chair/Supervisor in the text box below.

The IOC welcomes additional comments from the Dean in the text box below.

Submitting your request

After the Dpt. Chair/Supervisor & Dean have signed above, forward this request to: global@utsa.edu

The request is being submitted to the Office of the Vice Provost for Global Initiatives
Main Building 1.209

University of Texas at San Antonio

If you have any questions call us at (210)458-7211 or email us at global@utsa.edu

REMINDER: All requests MUST be submitted to Global Initiatives at least **30 days** in advance of proposed travel.

IOC Review and Approval

Date of Review: _____

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

- Approved
- Disapproved

Name

Signature

Date