TRAVEL REGISTRY- Student Step by Step Instructions
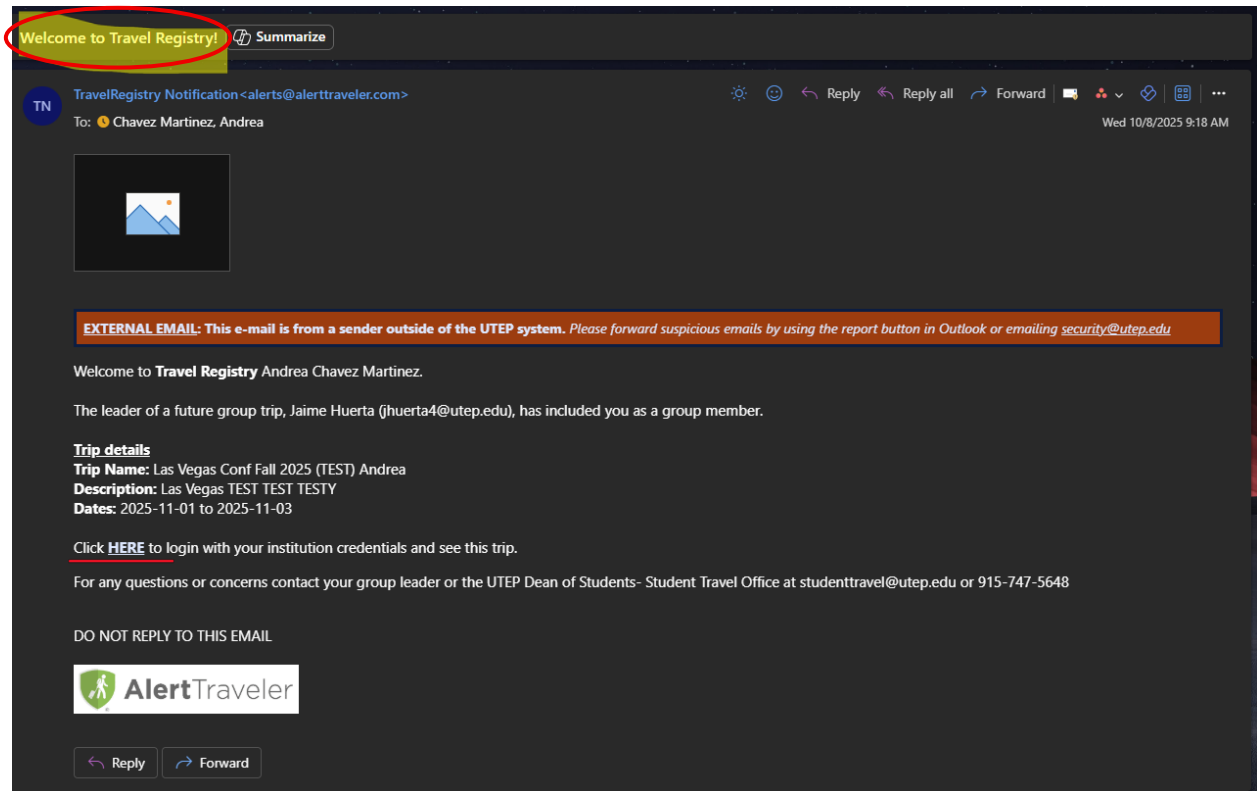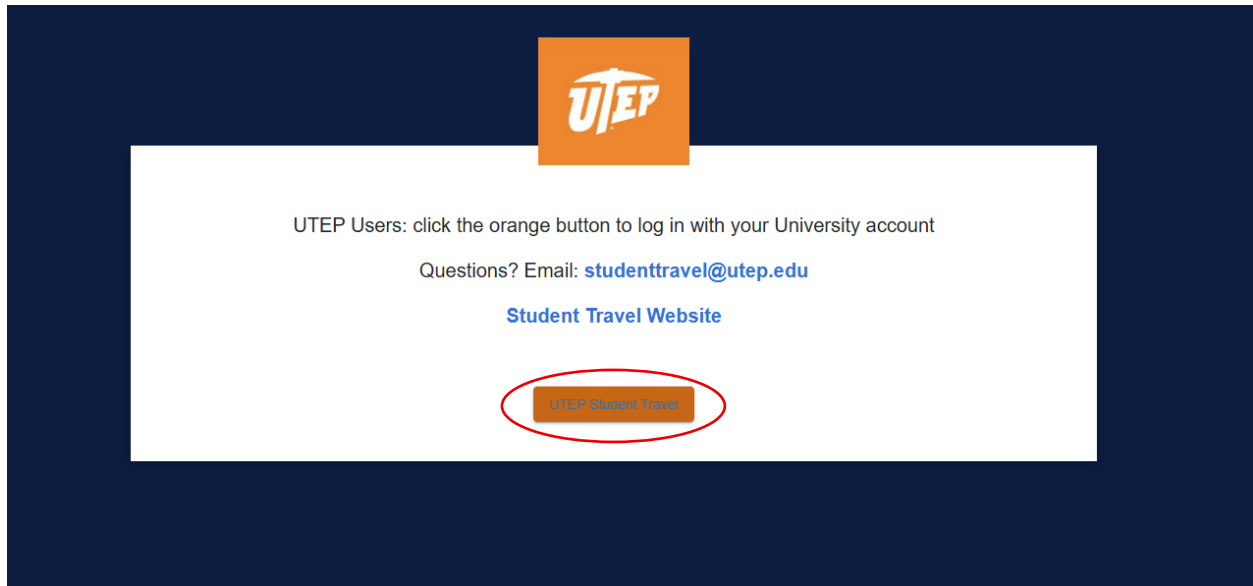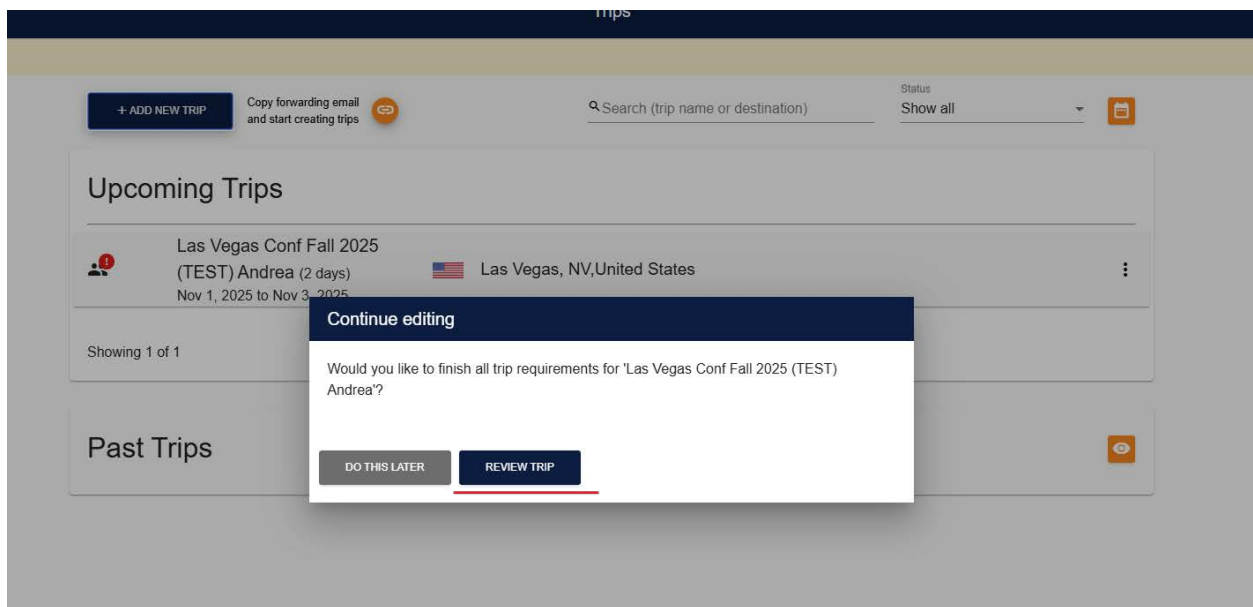
You will receive an email from **Travel Registry** with the trip details. Please select the Click HERE hyperlink in the email.

Select the orange **UTEP Student Travel** button

Select the **Review Trip** button to update your personal travel information.

Upcoming Trips

⚠	Las Vegas Conf Fall 2025 (TEST) Andrea (2 days) Nov 1, 2025 to Nov 3, 2025	🇺🇸 Las Vegas, NV, United States	⋮

Showing 1 of 1

Continue editing

Would you like to finish all trip requirements for 'Las Vegas Conf Fall 2025 (TEST) Andrea'?

DO THIS LATER   REVIEW TRIP

Past Trips

Please be sure to enter all required information in the three pages in green below:

1 **2** **3**

Group Travelers	Itinerary	Forms	Essential Content	Approval History	Notes

Washington, DC, United States   Nov 1, 2025 - Nov 6, 2025   Low Risk Rating   NR Not Rated DOS Rating ☑   0 Level 0 CDC Rating ☑

Required items are shown in red with an *. All other fields are optional.

Airline *

Departure airport *   Departure date *   Hr:...   Select... AM ▼   Timezone

Flight #   Confirmation #   Seat   Arrival airport * IAD   Arrival date *   Hr:...   Select... AM ▼   Timezone EST

Hotel name *   Confirmation #   Checkin *   Checkout *

Address *   Timezone   Vendor

1) In the **ITINERARY** page, update all or your "**Airline**" and "**Hotel name**" information fields.

Select the **NEXT** button to advance to the **FORMS** page

2) In the **FORMS** page, please answer all the questions in all the sections below:
   a. Medical Insurance
   b. Domestic Travel Options
   c. Emergency Medical Information

Group Trip   Itinerary   Forms   Essential Content   Notes

2. Medical Insurance ❗   Completed 0 of 1 ∧

Instructions:
All travelers are required to obtain medical insurance OR you must provide a waiver stating you will not have coverage during your trip.

The Waiver is available here: www.utep.edu/travel and it must be uploaded, under the essential content tab, using the 'Insurance Copy/Waiver' upload box. If unable to upload then please email your signed waiver to studenttravel@utep.edu

The purchase of a short-term Student Field Trip Insurance for domestic travel can be arranged by academic and administrative units on behalf of students who do not have, or cannot verify, current medical coverage. Information concerning this coverage is available from the office of Business Affairs. For more information visit https://www.utep.edu/vpba/insurance/field-trip-insurance.html.

What type of medical insurance coverage will you be using?*
Select your answer *

Personal Medical Insurance (US Travel)
3. No Medical Insurance (Wavier Upload Required)
Student Field Trip Insurance (must be purchased from Business Affairs)
On-Call (choose only if traveling outside of the US)

3. Domestic Travel Options   Completed 0 of 1 ∧

Instructions:
Student travelers may decide to travel by car to and from their destination.

UTEP Student Driver Policy
All students who may operate vehicles while engaged in travel or activities covered under this policy must have a valid driver's license issued by the state where they permanently reside that is not currently suspended or revoked and be trained as required by law to drive the vehicle that will be used, as well as comply with applicable requirements of The University of Texas System Administration Policy UTS157, Automobile Insurance Coverage for Officers and Employees and General Requirements for the Use of Vehicles.

For more information on policy and requirements please visit https://www.utep.edu/hoop/section-2/student-travel-policy-for-university-organized.html

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For all operators of vehicles, you are required to upload a copy of your drivers license and car insurance under the file upload section of this request, or you may email it to studenttravel@utep.edu

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For more information on policies and requirements for travel by motor vehicle please contact the Dean of Students-Student Travel department at 915-747-5648 or at studenttravel@utep.edu.

Will you be traveling by car to your destination? If yes, will you be the primary driver?*
○ Yes ○ No

Will you be traveling by car to your destination? If yes, will you be the primary driver?*
◉ Yes ○ No

Please answer whether you will be the primary driver, secondary driver, or passenger*

Drivers are considered to be any person that may be expected to drive the vehicle at any point during the trip - either as a primary, secondary/back-up driver.
Select your answer *

Yes, I will serve as a driver during the trip
No, I will be a passenger and will not be driving during the trip.
I am secondary driver

Instructions:
Please read the following questions carefully and answer them all to the best of your ability.

For any questions or concerns please contact your group leader, the faculty or staff member who is responsible for your travel. Or you may also contact the Dean of Students- student travel department at 915-747-5648 or studenttravel@utep.edu

Do you have any dietary restrictions?*
○ Yes ◉ No

Do you have any medical conditions (allergies, etc.)?*
○ Yes ◉ No

Are you currently taking any medication? (Allergy meds/ Epipen, Inhaler, etc.)*
○ Yes ◉ No

Do you have any special health needs?*
○ Yes ◉ No

Emergency Contact Name*

Jaime Huerta

Emergency Contact Phone Number*

915-123-4567

Emergency Contact-Relationship to Traveler?*

Manager

Next >

Select the **NEXT** button to advance to the **ESSENTIAL CONTENT** page

3) In the **ESSENTIAL CONTENT** page, please complete the following:
   a) Medical Treatment Authorization
   b) UTEP Release and Indemnification Agreement
   c) Country Inteligence
   d) File Uploads: (Drivers License, Proof of Medical Insurance...)

Now the first form out of three is signed, make sure to complete the other ones.

Then select the click to view link to review the safety information for your destination.
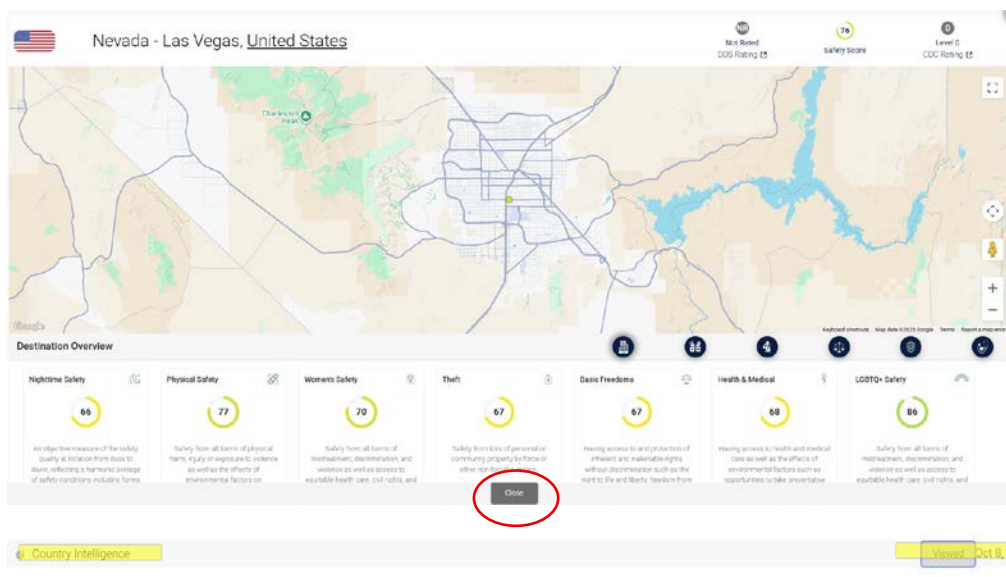
Finally remember to upload all the necessary forms in order to submit your travel authorization.
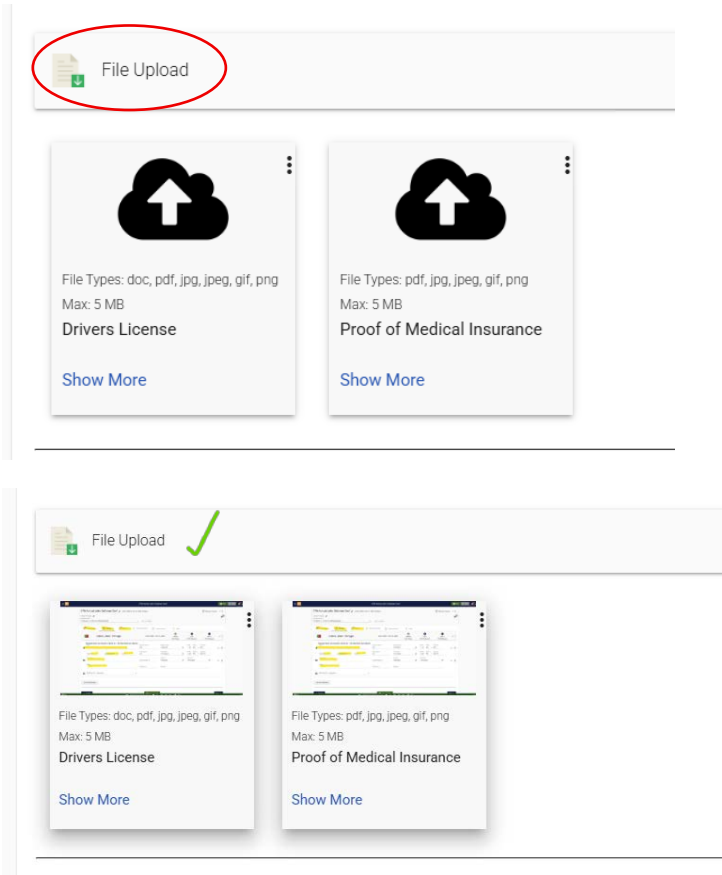
To complete the entry in the Travel Registry, please be sure to click the **SAVE and Finish**.