

## HCAP Student Travel Support

### Steps for Students:

1. Fill out the following forms:
  - a. [Student Travel: Request for Authorization](#)
  - b. [UTSA Release and Indemnification Agreement](#)
2. Create a detailed travel itinerary which includes daily activities for each day of travel.
3. Submit all documents to your Department Admin who will review for accuracy, get required department approvals and submit to UTSA Student Affairs and UTSA Police Department.
4. Complete vendor profile set-up in Payment Works if applicable (if you are not a current UTSA employee).
  - a. Notify your Department Admin if you need an invitation to set up a profile in Payment Works.
5. After you have returned from travel, submit all receipts/documentation to your Department Admin.