

HCAP Student Travel Support

Steps for Graduate 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:
 - a. Criminology and Criminal Justice: Linda Soto
 - b. Demography: Ronnie Flores
 - c. Kinesiology: Alexis Zacarias
 - d. Public Administration: Monica Swisher
 - e. Public Health: Antonia Martinez
 - f. Psychology: Allison Asher
 - g. Social Work: Cyndi Beals
 - h. Sociology: Jessica Liberty
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.