

UNIVERSITY *of* HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Procurement
AREA: Travel

Number: 04.02.04

SUBJECT: Student Travel

I. PURPOSE AND SCOPE

Travel by students on official university business is restricted by State of Texas and federal regulations and by standards of good business practice. This policy applies to travel by one or more students presently enrolled at the University of Houston, and where such travel meets the following criteria: travel that is in excess of 25 miles to a university organized and sponsored activity or event where such activity or event is either a) funded by the university, and the travel is undertaken using a vehicle owned or leased by the university or b) is required by a student organization registered at the university. In addition, this policy outlines the requirements for travel by authorized students and university athletic teams traveling in the name of the University of Houston, as well as students traveling abroad on a university-sponsored trip. This policy also applies to university employees, students, and individuals not employed by the institution who are traveling on official university business paid in whole or in part from university funds from any source.

II. POLICY STATEMENT

Students representing the University of Houston may travel on university funds if the trip is for official university business and if applicable university guidelines are followed. Student travel may not be paid from state-appropriated funds. All travel must be reasonable and necessary for carrying out the programs and activities of the University of Houston within budget allocations approved by the responsible senior administrative official. Travel not meeting these criteria or undertaken contrary to these guidelines becomes the obligation of the individual(s) making the unauthorized commitment.

III. DEFINITIONS

- A. Organized and sponsored activity or event: An organized and sponsored activity or event is an activity or event that is a) initiated, planned and arranged by a member of the University of Houston faculty or staff, or by the members of a registered student organization and b) endorsed by the university either through providing financial support, or by sending student(s) to participate in it as official representative(s) of the university.

- B. Required by a student organization: An activity or event is required by a student organization when it is mandatory for a member of the student organization to attend or participate in the activity or event in order to maintain their membership status in the student organization.
- C. Authorized entertainment: Entertainment of students during out-of-town travel, such as attending a movie, play, concert, or similar event. Videos or in-room movies rented or purchased at a hotel or motel for individuals are not considered authorized entertainment. However, videos rented or purchased (including in-room movies) for groups of travelers to watch are permitted. Persons in positions of authority traveling with the students will determine which entertainment event or medium, if any, is appropriate. Admission to authorized entertainment events may also be paid for other persons traveling with the students, who are listed on the Travel Roster (Addendum A).
- D. College or division administrator: That person designated as the chief business officer within the college or division. In the Athletics Department, the Associate Athletic Director for Business Affairs fulfills this function.
- E. Departmental trip coordinator: Functional title separate from the official position title designating that individual within the department sponsoring the student/team travel who is responsible for making travel arrangements, requesting any travel advances, disbursing any advance funds, and documenting and clearing any advances. This person may also participate in the travel. These actions of the departmental trip coordinator are subject to the prior approval of the college or division administrator.
- F. Study abroad: Travel by University of Houston individual students to destinations outside the United States on a university-sponsored trip to gain experience and learning in their field of study. Normally, study abroad travel lasts for several days or weeks and is supported by a non-taxable stipend..
- G. Athletic Team: A team of student athletes under the supervision of and coached by the university's Athletic Department.

IV. GENERAL STUDENT TRAVEL PROVISIONS

- A. Organized and sponsored student travel may require the use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to applicable international, federal and/or state laws and using sound judgment while traveling, students must follow the safety provisions applicable to the specific mode of travel involved and travel conditions.

- B. When using vehicles owned or leased by the University of Houston or their employees for student travel, such travel must be in compliance with SAM 03.E.06. This SAM articulates the System policy for the use of vehicles owned, leased or rented by component universities by establishing standards for granting driving privileges, insurance coverage and reporting requirements when there are accidents or losses.
- C. Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.
- D. University employees occasionally use personal vehicles while transporting students to or from events organized and sponsored by the university. Because personal automobile insurance will be looked to first in the event of an accident, all persons who use their vehicles while conducting university business should be aware of the possibility of personal liability related to such use.

University employees may be reimbursed for mileage at the official state rate when a personal vehicle is used for university business in accordance with SAM 03.E.06.

No employee shall be required to use his or her vehicle for transporting students to or from activities or events organized and sponsored by the university.

- E. Students driving privately owned vehicles for student travel organized and sponsored by the university within the US must be at least 18 years of age, have a valid Texas or other state driver license, obey all traffic laws and regulations, possess personal automobile insurance coverage, and their vehicles must have a current state inspection and registration. Students driving privately owned vehicles for student travel organized and sponsored by the university outside of the US must be at least 18 years of age, obey all traffic laws and regulations, and have all appropriate licenses, certificates and insurance as required by the country in which travel occurs.
- F. It is the responsibility of all individuals taking part in travel that is organized and sponsored by the university to behave in a manner that in no way detracts from the surrounding environmental safety, to act to avoid and prevent safety hazards associated with their travel, and to act in such a manner as to comply with all university standards, policies, and procedures insofar as they may be considered applicable to the circumstances.

- G. It shall be the responsibility of university staff, employees, and others judged to be in positions of authority under the circumstances of the travel to inform individuals when their behavior or actions jeopardize their personal safety or that of other travelers. Such persons in positions of authority will be held accountable for their actions or inactions with respect to questionable activities of any members.
- H. Where it can be demonstrated to be of benefit to the university, with the approval of the president, a team corporate charge card may be issued where travel is billed directly to the university. Where such cards exist, charges should be made against the card and cash advances minimized. Departmental purchase vouchers to pay for such charges must be provided to the Accounts Payable Department within 10 working days of receipt of the monthly bill.
- I. Travel advances may be obtained to cover out-of-pocket expense related to the trip. All advances must be documented and cleared within 15 working days of return from the trip. An additional travel advance for subsequent travel will not be approved until the prior advance is cleared as prescribed.

Under no circumstances may travel advances be used for mileage or expenses directly billed to the university.

- J. All travel funded by the university requires a travel request, which must be completed in the name of the departmental group travel coordinator. A Travel Roster (Addendum A) must be attached to the travel request. Other procurement documents; i.e. purchase voucher, travel voucher, purchase requisition, contract, etc. must be completed, as applicable. Each requires the approval of an appropriate certifying signatory.
- K. Unless otherwise noted, documentation requirements for a travel voucher are the same as those stated in MAPP 04.02.01A (state-appropriated funds) or MAPP 04.02.01B (local funds), depending on the source of funds used.
- L. In no case may a university employee use the name of the University of Houston to make travel arrangements unless the travel is for official university business.
- M. Questions regarding travel funded by the university should be referred to the university travel coordinator.

V. TRAVEL ADVANCES

- A. At least five working days prior to the trip, the departmental trip coordinator will prepare an itemized estimate of incidental expenses for which a cash advance is required, using the Request for Travel Advance Form (Addendum B). A purchase voucher is prepared based upon this estimate in the name of the departmental trip coordinator. The travel request and Travel Roster are attached to the purchase voucher.

Travel advances are issued against a general ledger account/account control designated by Campus Accounting Services. Student travel may not be paid on state-appropriated funds.

- B. The purchase voucher and Travel Advance Form is submitted to the manager of Campus Accounting Services, who will review the information for sufficiency and appropriateness, authorize the charge against the general ledger receivable in the amount requested, and submit the voucher and supporting documentation to the Accounts Payable Department for preparation of the advance check in the name requested. Advance checks will be released through routine distribution channels.
- C. Whenever possible, the trip coordinator should use travel advance funds to pay travel expenses directly, rather than disbursing funds to individuals. When paying the travel expenses directly, the trip coordinator must obtain an itemized receipt. However, when it is more convenient to distribute funds to individual travelers, such as when travelers eat at different restaurants, the trip coordinator may distribute an equal amount of cash to each traveler, including students, employees, and others traveling with the students on behalf of the university.
- D. Each person who receives cash from the trip coordinator must sign the Travel Advance Disbursement Form (Addendum C) or other form that includes the same information acknowledging receipt of funds. If funds are distributed more than once, a separate Travel Advance Disbursement Form must be completed for each disbursement with the date, time, and amount of disbursement noted on the form.
- E. The trip coordinator is responsible for management and safekeeping of the cash and for returning any balance to the responsible departmental, college, or divisional business manager within five business days of return from the trip. The business manager will ensure that the balance is deposited to the appropriate university general ledger account in accordance with university cash handling guidelines (MAPP 05.01.01).

- F. The trip coordinator is responsible for collecting receipts for all expenses paid by trip coordinator from the cash advance. It is not necessary to collect receipts when cash advance funds are distributed to students for meal expenses. However, receipts are required for meals paid by the trip coordinator and all other expenses for which receipts are routinely provided. Within 15 working days of return from the trip, the receipts will be forwarded to the manager of Campus Accounting Services with a travel voucher (or similar form approved by Accounts Payable), a copy of the original purchase voucher used to set up the advance, and a copy of the general cash receipt used to deposit any cash balance remaining after the trip.

The travel voucher (or similar form approved by Accounts Payable) must reflect the name of the departmental trip coordinator, the name of the traveler(s) for whom the funds were advanced, a copy of the travel request, the Travel Roster, the Request for Travel Advance, the Travel Advance Disbursement Form, the amount of the receipts submitted, and the appropriate sub ledger account to be charged. The following statement must be provided in the "Purpose and Benefit": section of the travel voucher: "DOCUMENTATION OF TRAVEL ADVANCE - PV# _____ GL # _____," along with a statement of the purpose of the trip and benefit to the university.

- G. The manager of Campus Accounting Services will ensure that the general ledger account is reconciled and cleared. Trip coordinators who have not submitted documentation to clear their advance before the deadline will be reminded to do so in writing by Campus Accounting Services.
- H. Travel advances that have not been accounted for within 120 days after the end of the trip will be considered income to the trip coordinator. Campus Accounting Services will send a memo to Payroll requesting for that the travel advance amount be added to the employee's taxable income.

The trip coordinator must still account for the travel advance.

VI STUDY ABROAD TRAVEL

- A. Study abroad travel is often supported by a non-taxable University stipend, which is charged to sub code 5680. These stipends may be paid no more than 30 days in advance of the trip.
- B. It is not necessary for the student to complete a travel request form. However, UNIVERSITY employees who accompany the student(s) must complete a travel request before leaving and are reimbursed on a travel voucher after returning (see MAPP 04.02.01A and 04.02.01B). Non-students are not eligible to receive study abroad stipends.

VII. SAFETY

A. General

1. Drivers and occupants engaged in student travel must act responsibly and use sound judgment when traveling.

Qualified drivers must:

- a. Be at least 18 years of age;
- b. Have a valid driver license;
- c. Obey all traffic laws and regulations, including posted speed limits;
- d. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons; and
- e. Ensure that the vehicle in which the group or individual is traveling has appropriate insurance, as well as a current state inspection and registration.

Drivers and occupants must:

- a. Wear seat belts at all times; the number of occupants in the vehicle must not exceed the number of seat belts;
 - b. Ensure the vehicle manufacturer's recommended load capacity is not exceeded; and
 - c. Avoid horseplay, racing or other distractive or aggressive behavior.
2. Drivers engaged in student travel are encouraged to follow safe driving and traveling practices, including the following:
 - a. Begin the trip well rested;
 - b. Notify a designated contact person upon departure and arrival;
 - c. Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant;

- d. Plan routes in advance, and carpool and caravan when possible;
 - e. Divide the trips into segments, stopping for rest as necessary;
 - f. Carry at least one cellular telephone or two-way communication device in each vehicle for emergency purposes;
 - g. Establish a reasonable departure and arrival time to and from the activity or event;
 - h. Avoid driving between midnight and six a.m.;
 - i. Have at least one other qualified driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness;
 - j. Carry a flashlight and approved fire extinguisher; and
 - k. Prior to driving, avoid taking medication that may impede one's ability to operate a motor vehicle.
3. Administrative Responsibilities
- a. The applicable division's Vice President (or Athletic Director) shall be responsible for overall administration of this policy and shall assign a member of their staff to be responsible for compliance, oversight and necessary record keeping.
 - b. The applicable division's Vice President (or Athletic Director) shall have the responsibility to verify that the type of vehicle recommended for use in student and athletic team travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the appropriate senior associate athletic director in advance of the season or subsequent schedule change. Athletic Coaches or applicable administrator will consider the type of travel necessary to comply with the institutional policy relating to issues such as missed classes. Post-season athletic travel shall be handled according to NCAA guidelines and approved by the Athletic Director or designee.

- c. When aircraft are used under this policy, the captain (pilot in command) shall make the final decision whether to fly. However, in no case will the pilot fly if weather conditions do not meet the standards of the pilot's certification. The senior administrator that is present may always overrule the pilot if the senior administrator concludes that it is inappropriate to fly.
 - d. Any administrator, coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the division's Vice President (or Athletic Director) or designee investigates the violation. Violations may result in disciplinary action, possibly including termination.
4. Types of Vehicles Used and Requirements for Operation
- a. General Requirements

Coaches, assistant coaches, faculty or staff members and students employed by the university may drive vehicles used for student travel if the specific requirements for the vehicle are met. When using vehicles owned or leased by the university or their employees for student or athletic team travel, such travel must be in compliance with SAM 03.E.06. Student athletes may not drive other athletes as a part of team travel. Student drivers not paid by the university must be approved by the appropriate Vice President. Seat belts must be worn by all vehicle occupants.
 - b. Approved Vehicle Types

The following types of vehicles shall be approved for group travel under the conditions noted:

 - i. Automobiles/Minivans (Specific Requirements)

Drivers must be qualified (see VII, A, 1).
 - ii. Twelve and Fifteen Passenger Vans (Specific Requirements)
 - Drivers must be qualified (see VII, A, 1).
 - For safety reasons, drivers must have completed the "High Profile Vehicle Safety" training course offered by Environmental Health and Risk Management.

- Only vans with a 155-inch wheelbase equipped with “E” rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than 100 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/”E” criteria, but travel will be limited to 100 miles one way.
- Twelve passenger vans shall be loaded with no more than eight passengers and equipment. Fifteen passenger vans shall be loaded with no more than ten passengers and equipment. The manufacturer’s recommended weight limits must not be exceeded.

iii. Buses (Specific Requirements)

- Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
- Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.
- Drivers of buses must have a valid and approved CDL.
- Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.

iv. Mini-buses (defined as 20-30 passenger transports) (Specific Requirements)

- Acceptable mini-buses shall be institution or commercially owned.
- Driver must have a valid and approved CDL to operate a mini-bus for purposes of this policy.
- Drivers must submit to a health check as required by the license or, upon hiring, must pass a medical exam and pass an annual exam thereafter.

v. Air Transportation

Commercial air carriers, charter, time-share and other aircraft may be used for the purposes stated and are subject to the provisions below:

- Commercial Airlines

Commercial airlines are an acceptable means of travel for athletic teams. Tickets must be procured under the travel guidelines established by the State of Texas.

- General Requirements for Charter Aircraft

Insurance:

- Aircraft owners/operators shall furnish proof of insurance in advance. Liability insurance should be at least \$25 million for light turboprop aircraft, \$50 million for light jet aircraft, and a minimum of \$3 million per seat for commercial airlines.
- The university shall be endorsed as an Additional Insured on the insurance policy. Given the volatility in the insurance market, it may not always be possible to achieve these minimum coverages in the marketplace. If it becomes necessary to establish limits in keeping with current industry standards, it shall be the responsibility of the Director of Environmental Health and Risk Management to approve the limits.

Pilots:

Two pilots will be required for all university travel involving student athletes. Pilots for small aircraft (minimum gross weight of 12,555 lbs. or less), whether charter, time-share or other shall have, as a minimum:

- Captain
 - Airline Transport Pilot (ATP) rating with current first class medical.
 - Type rating in aircraft to be used for team travel.
 - Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months.
 - Be employed as a full-time pilot.
 - 2000 hours total flying time.
 - 200 hours total flying time in the aircraft to be used.
 - 20 hours flying time in the past 90 days in the aircraft type to be used.
 - Three instrument approaches and three night landings in the previous 90 days.
- Copilot
 - Commercial Pilot Certificate with current second class medical with multi-engine and instrument ratings.
 - Training in the aircraft type to be used at Flight Safety International, Simuflite Training International, or equivalent aircraft manufacturer's training within the past 12 months.
 - 1500 hours total flying time.
 - 100 hours total flying time in the aircraft to be used.

- 10 hours flying time in the past 90 days in the aircraft type to be used.
- Three instrument approaches and three night landings in the previous 90 days.

Maintenance

- Inspection and maintenance must be performed by an appropriately rated FAA certified repair station, the manufacturer or a manufacturer authorized service center (no Aircraft and Powerplant Mechanic signoffs).
- Maintenance personnel (or at least the person signing the log books) must be appropriately rated and trained to maintain the aircraft type to be used by either Flight Safety International or Simuflite Training International within the previous five years.
- Charter aircraft used according to this policy must be maintained under the appropriate FAA operations specifications.

Operation

- On all light turboprop and light jet aircraft, weight and balance computations using average passenger weights are prohibited. A weight and balance form must be completed for each flight using actual weight figures for passengers (no quick weight and balance using normal passenger weights).
- No over-weight or out of center of gravity operation shall be allowed.
- No aircraft may depart into forecast hazardous weather conditions, such as severe icing, thunderstorms or severe turbulence or wind shear.

- No circling instrument approaches shall be authorized with ceilings less than 1,000 feet and at least three miles visibility.
- All flights shall be conducted on an instrument flight plan.
- No passengers may enter the cockpit or distract pilots when the aircraft is below 10,000 feet on takeoff or landing operations.
- Aircraft should be hangered whenever possible during inclement weather.
- No aircraft used for team transportation may be piloted by a team member.
- All flight operations must be conducted in accordance with all relevant FAA regulations or insurance requirements, whichever is stricter.

5. Charter Services (Specific requirements)

- a. All charter services procured shall be subject to the involvement of the University of Houston Purchasing Department.
- b. Every charter company used must have and demonstrate evidence of a current air carrier certificate under FAA Part 135 or 121.
- c. The University of Houston institutional aviation consultant shall assure the University of Houston Director of Intercollegiate Athletics or designee that written verification has been received for all charter flights from the FAA Flight Standards District Office (FSDO) that an Air Carrier Operating Certificate has been filed and is being maintained in good standing.

VI. DOCUMENTATION

A. Travel Notification for Organized and Sponsored Activities or Events

- 1. Travel funded by the institution and is undertaken using a vehicle owned or leased by the institution.

Written notification for all student travel organized and sponsored by the University of Houston must be provided by submitting a Travel Roster (Addendum A). The Travel Roster must include the traveler's name, student I.D. number, the name and phone number of an emergency contact person, date(s) of travel, mode of travel, destination, purpose of travel, and a notation indicating that the traveler has signed and submitted a university Release and Indemnification Agreement (Addendum D and E). The completed Travel Roster must be signed by the Dean or Director of the university, college or department sponsoring the travel. One copy of the Travel Roster should be kept by the college/department sponsoring the travel and one copy of the Travel Roster should be received in UHDPS prior to travel.

2. Travel Required by a Registered Student Organization

Written notification for all student travel required by a registered student organization must be provided by submitting a Travel Roster (Addendum A). The Travel Roster must include the traveler's name, student ID number, the name and phone number of an emergency contact person, date(s) of travel, mode of travel, destination, and purpose of travel. The completed Travel Roster must be signed by one of the three registered student organization authorized representatives and submitted to the Department of Campus Activities prior to travel.

B. Release and Indemnification Agreement

All individuals participating in travel that is organized and sponsored by the university must complete a university Release and Indemnification Agreement (Addenda D and E). The university Release and Indemnification Agreement must be signed and maintained by the Dean or Director of the university college or department that is sponsoring the travel.

VII. REVIEW AND RESPONSIBILITY

Responsible Parties: Vice President for Student Affairs
Vice President for Administration and Finance

Review: Every three years, on or before April 1

VIII. APPROVAL

Elwin Lee
Vice President for Student Affairs

John M. Rudley
Vice President for Administration and Finance

Jay Gogue
President

Date of President's Approval: 02/17/05

IX. REFERENCES

- MAPP 04.01.01 - Procurement Options
- MAPP 04.02.01A - Travel Paid From State-Appropriated Funds
- MAPP 04.02.01B - Travel Paid From Local Funds
- MAPP 04.02.01C - Corporate Travel Card
- MAPP 04.04.01A - Contracting - General
- MAPP 05.02.01 - Expenditures and Expenditure Authority

Index Terms: Athletics team travel
Student travel
Travel advances

Addendum B

Request for Travel Advance

Travel request number _____

Expenses to be covered by advance and amounts:

_____ Travelers X _____ meals = \$ _____

Rental vehicle _____

Lodging _____

Meals paid by trip coordinator _____

Entry fee for intercollegiate competition _____

Medical supplies _____

Gas for rental vehicle _____

Authorized entertainment _____

Other (explain): _____

Total amount requested: _____

General ledger account number/ account control: _____

Sub ledger account number/ sub code: _____

Approvals: _____ **Date:** _____
Departmental Trip Coordinator

_____ **Date:** _____
College or Division Administrator

_____ **Date:** _____
Other approvals, if required

Addendum D (page 1 of 2)

Form No. OGC-S-98-19

UNIVERSITY OF HOUSTON

RELEASE AND INDEMNIFICATION AGREEMENT FOR ADULTS

PARTICIPANT: (Name and Address)

INSTITUTION:

University of Houston _____

DESCRIPTION OF ACTIVITY OR TRIP: _____

LOCATION: _____ DATE(s): _____

I, the above-named Participant, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury, or death, and I understand and appreciate the nature of such hazards and risks. I represent that I am physically able, with or without accommodation, to participate in the above-referenced Activity or Trip, am able to use the equipment and/or supplies associated with the Activity or Trip, and have obtained all required immunizations.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the above named Institution, its governing board, officers, employees, and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the Institution, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the Institution and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES

Office of the General Counsel
Release and Indemnity Agreement--Adults
OGC S-98-19 Approved 9/22/03
Page 1 of 2

Addendum D (page 2 of 2)**ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENCE OR INTENTIONAL ACT OR OMISSION.**

Should I require emergency medical treatment as a result of accident or illness arising during the Activity or Trip, I consent to such treatment. I acknowledge that the University of Houston does not provide health and accident insurance for participants in the Activity or Trip and I agree to be financially responsible for any medical bills incurred as a result of emergency medical treatment. I will notify University representatives in writing if I have medical conditions about which emergency medical personnel should be informed.

Signature of Participant

Signature of Witness

Date Signed

Date Signed

Note: To request disability accommodations for this Activity or Trip, please contact [the Center for Students with Disabilities at least 10 days in advance of the Activity or Trip by calling (713) 743-5400 (voice); (713) 749-1527 (TTY); (713) 743-5396 (FAX).]

OGC Form No. S-98-19:
Approved for use as a Standard Agreement
by the University of Houston System Office of the
General Counsel 9/22/03

**Note: Modification of this Form
requires approval of OGC**

Office of the General Counsel
Release and Indemnity Agreement--Adults
OGC S-98-19 Approved 9/22/03
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