

**DATE:**

**FROM: \***

**THRU:**

**TO:** Vanessa Ramos  
Administrative Project Analyst  
The Office of the Vice President for Business Affairs

**RE:** UTEP Special Events Student Field Trip Insurance

I request Student Field Trip Insurance for \_\_\_\_ individuals at a cost of \$5.00 per day for \_\_\_\_ days. A list of field trip participants is listed below:

**Date(s) of Trip:** \_\_\_\_\_  
**Destination:** \_\_\_\_\_  
**Responsible Party:** \_\_\_\_\_  
**Phone Number for Responsible Party:** \_\_\_\_\_  
**Cost Center/Project ID & Approver (if paid by Dept):** \_\_\_\_\_

**Payment of insurance premiums is due and payable upon request of coverage. Please indicate payment option below:**

- Charge to Department. Email form to [ft-insurance@utep.edu](mailto:ft-insurance@utep.edu) along with electronic approval to charge the funding source.**
  
- Personal Check/Money Order. Email this form to [ft-insurance@utep.edu](mailto:ft-insurance@utep.edu) and deliver a hard copy along with payment made payable to: UTEP, Vice President for Business Affairs, Administration Bldg., Room 301.**

Student Name	UTEP ID #	Date of Birth	Gender

Attach another sheet if additional space is necessary.