

## Parking Citations: Volunteer Time Payment

### General Information

- **One hour of volunteer time = \$25**  
Time is measured in full hours only. Excess hours do not apply as financial credits.
- **Use volunteer time for full or partial citation payment.**  
If volunteer time only covers part of the citation cost, you will receive additional instruction to complete payment. Citations are marked as paid and any applicable holds removed only after full payment is received.
- **Volunteer hours must be completed and approved within 90 days of the citation issuance date.**  
After 90 days, you forfeit the ability to pay with volunteer time.
- **Immobilized (booted) vehicles and associated citations are not eligible for payment with volunteer time.**

### Completing & Reporting Volunteer Time

Register, complete, and verify volunteer time through **UTSA Engaged** ([utsa.edu/engaged](https://utsa.edu/engaged)).

1. Login to UTSA Engaged using your myUTSA ID and passphrase.
2. Under *Subgroups*, search Campus Services, then click *Become a Member*.
3. Find and register for an event or report volunteer hours with an approved campus or community partner listed on UTSA Engaged. [Learn more about registering for events](#).
4. Complete your volunteer time, then follow instructions from UTSA Engaged to verify your impact.
5. After completing volunteer hours for your citation, email [campusservices@utsa.edu](mailto:campusservices@utsa.edu). You will receive key instructions to finalize your citation payment.

### Questions?

Email [campusservices@utsa.edu](mailto:campusservices@utsa.edu) or call (210) 458-7275.