**Travel Companions on Faculty Led Programs**

The health, safety and security of students, staff, and faculty is a central feature of the planning and operation of faculty-led programs. The program leader’s chief responsibility lies with the program participants and this commitment must not be compromised. Should a program leader choose to bring a travel companion(s) along while leading a program the following applies:

1. Travel companions shall not interfere with the program leader’s responsibilities to the program or availability to the students. They must not detract from any student’s academic or cultural experience abroad.

2. Travel companions are not program participants; students have priority for all activities in the program. Their contact with students should be informal and incidental. For liability reasons, travel companions may not act in any administrative role or be responsible for program logistics. They may not represent themselves as employees of SDSU.

3. Travel companions must pay for their own travel and related expenses. For example, travel companions must pay for the cost differential between a single and double room.

4. Program leaders must disclose travel companions using [this form] travel prior to departure and the appropriate waivers must be signed.

5. Program leaders traveling with minors who require supervision are responsible for making suitable arrangements for child care. Program participants cannot be tasked with this responsibility.

6. Program leaders are covered by the CSU Foreign Travel Insurance plan when traveling abroad on SDSU business and have the option to purchase coverage for their travel companions. SDSU strongly recommends that all travelers be covered by the same policy to coordinate assistance the event of an emergency.

Exceptions to this policy must be approved through the SDSU Office of International Programs.