

International Travel Agreement for Faculty/Staff Travel Companions

Please read the International Travel Companion Policy outlined below. This signed agreement is to be submitted together with the RAT, International Travel Insurance Application, and any additional international travel related documents.

International Travel Companion Policy

This policy applies to situations when faculty, staff, or administrators who are traveling abroad for purposes relating to their employment wish to take one or more companions with them, including spouses/partners, non-family members, and/or dependent children.

1. The employee is responsible for informing the University at least two months in advance of the departure date that he/she intends to bring companion(s) and provide the appropriate information about the companions to campus authorities.
2. Any employee of CSUMB who undertakes to lead or otherwise provide primary service in the leadership of an international trip (with students, faculty, alumni, etc.), does so with the full and complete understanding that their duties in that leadership role take precedence over their obligations to any traveling companions. Furthermore, traveling companions understand that no special privileges accrue due to their status as a family member or traveling companion.
3. Minor-aged children (<18 years old) must be accompanied by an adult caretaker who is not associated with the employment purposes of the trip, e.g., the spouse of the employee. This is to eliminate the possibility that the employee would have to leave his/her students to care for the child in an emergency.
4. The employee bears the personal financial responsibility for any additional costs incurred on behalf of the companion(s), including, but not limited to, travel, accommodations, food, travel agent fees, local transportation, and tickets for excursions.
5. All travel companions must be insured. In most cases this will require the employee to reimburse the State or other operating account for the cost of the insurance policy.
6. All companions must sign and submit a travel companion form and liability release. An adult caretaker will need to complete the form on behalf of any minor-aged children.
7. Any problems or issues that arise that negatively impact the faculty member's ability to lead the study tour may affect future requests to lead study tours and/or to invite traveling companions.

NOTE: If you expect to be accompanied by more than one other adult companion or by more than three children/dependents, please notify risk@csumb.edu members to discuss the planning.

By signing below, I hereby agree and attest that:

- The information that I have provided in this document is true and complete to the best of my knowledge;
- If my plans should change in any way, I will contact my immediate supervisor, the President's Office, and risk@csumb.edu;
- I have read, understand, and agree to abide by the policies outlined in this document, including those that pertain to my responsibility for the costs incurred by my traveling companions;
- I further understand that any educational, recreational, or child care arrangements related to my accompanying children or dependents will be the sole responsibility of myself and my accompanying adult companion, and that neither CSUMB nor the service provider(s) assisting in operating the program will assume responsibility for arranging these services; and
- I fully understand that my primary responsibility during the program period is to ensure a positive study abroad experience for the participating students while also responding appropriately to any incidents or crises that emerge.

Signature

Date