PROV-020

Guests Accompanying Education Abroad Program Staff

Effective Date Wednesday, July 11, 2012

Status Final

Last Revised Thursday, April 2, 2026

Policy Type Executive Vice President & Provost

Contact Office International Studies Office

Oversight Executive
Executive Vice President and Provost

Applies To Academic Division.

Table of Contents

Policy Statement
1. Expenses Incurred During Education Abroad
2. Terms for Accompanying Guests
3. Minor Guests
4. Responsibilities

Procedures

Reason for Policy

The University seeks to promote an environment that is safe and conducive to learning during the education abroad experience. This policy delineates the terms for individuals accompanying program staff on education abroad programs and the financial and legal conditions under which the University is responsible or liable.

Definition of Terms

Education Abroad Program

Description

(1) A University-sponsored academic program taught abroad, enrolling both University of Virginia and non-University of Virginia students; or (2) Education that occurs outside of the participant's home country and results in progress towards an academic degree at a student's home institution, including academic research.[1]

[1] Based on The Forum on Education Abroad Glossary.

Minor (child)

Description An individual under the age of 18.

Program Staff

Description

University faculty and staff who have an official role as agents of the University with Education Abroad Programs, including directors, instructors, program assistants, teaching assistants (TAs), and approved volunteers.

Guest

Description

Any approved person accompanying Program Staff who does not have an official role with the Education Abroad Program. Guests may include spouses, partners, children, other adults, and/or other relatives.

Volunteer

Description

An individual permitted under specific conditions to perform agreed upon activities on behalf of the University, but not in an employment capacity and therefore is not entitled to compensation and employment benefits.

Policy Statement

The University of Virginia permits guests to accompany program staff on education abroad programs in limited circumstances. Program staff must receive approval from the International Studies Office (ISO) director for any guest, including minors (see Procedures). All program staff, volunteers, and approved guests, including minors, must abide by the terms set forth in this policy. The University of Virginia is not responsible for guests who accompany program staff abroad

1. **Expenses Incurred during Education Abroad:**
   The University will cover reasonable and necessary expenses incurred by the education abroad program staff consistent with applicable procurement regulations. Expenses may also be covered for approved volunteers. Examples of volunteer service include, but are not limited to: chaperoning, advising, or providing guest lectures. Specific volunteer activities are defined on an individual basis through contact with the International Studies Office.

   The University will not cover expenses of guests accompanying the program staff. Personal and guest costs cannot be charged to a UVA Travel & Expense Card.

2. **Terms for Accompanying Guests:**
   Those guests accompanying program staff on an education abroad program must adhere to the following terms:
   a. *Travel Arrangements:* Guests are responsible for their own travel arrangements, including all transportation, meals, passports, visas, travel insurance, etc.
   b. *Accommodations:* Guests may share accommodations with the program staff. However, UVA will only cover the cost of the program staff person, for single occupancy, regardless of how many accompanying guests share the accommodation. Additional costs incurred on behalf of guests are the financial responsibility of the program staff individual and must be settled directly with the hotel

or tour operator.

c. *Academic Activities:* Guests are restricted from participating in academic activities of the education abroad program such as classes, guided tours, guided lectures, or other program-related experiences included in the itinerary and/or syllabus.
d. *Excursions/Meals:* Guests may participate in cultural or extra-curricular activities not directly associated with the academic program. If taking part in an excursion or meal, guests must cover all per-person expenses by paying their costs. At no time will additional transportation be added to accommodate guests (e.g., excursion buses or vans).
e. *Additional Restrictions:* Other restrictions or conditions may be instituted in individual cases based on concerns related to health, safety, or security as determined by the ISO director.

3. **Minor Guests:**
Minor guests approved by the ISO director must be supervised at all times by an adult who is not a member of the program staff or a participant in the education abroad program. UVA is not responsible for any travel or living expense incurred in support of, or associated with, minor guests.

4. **Responsibilities:**
Program staff are responsible for submitting the following for approval by the ISO director:
   - The Documentation for Guests Accompanying Education Abroad Program for any requested guest; and
   - Requests for specific individuals to act as volunteers, with required Documentation for Volunteers at the University of Virginia, including the Volunteer Terms of Service.

   A ***guest*** is responsible for:
   - Securing emergency assistance and overseas insurance coverage; and
   - Abiding by the terms set forth in this policy.

Procedures

For Guests to Accompany Program Staff on Education Abroad:

- Program staff member submits the Documentation for Guests Accompanying Education Abroad Programs to studyabroad@virginia.edu for approval by the ISO director.
- All forms must be signed by the program staff member acknowledging the aforementioned terms, responsibilities, and financial implications.
- ISO director approves or denies the request for accompanying guest(s) and notifies program staff member.

Related Information

FIN-004: Travel, Meals, and Entertainment Expenses Incurred on Behalf of the University
FIN-055: Faculty and Staff International Travel
HRM-001: Authorization and Engagement of Volunteers
HRM-050: Protection of Minors and Reporting Abuse
PROV-010: Student and Graduate Medical Education Trainee International Travel
Documentation for Volunteers at the University of Virginia
Documentation for Guests Accompanying Education Abroad Program

Major Category Executive Vice President & Provost Policies

Next Scheduled Review Monday, April 2, 2029

Revision History
Revised 4/2/26; Updated 12/6/19.

Approved By Executive Vice President and Provost

Approved Date Wednesday, July 11, 2012