

# International Travel Guidelines for Non-UTD Travelers

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International Risk and Safety  
<https://www.utdallas.edu/rs/>  
[IRSO@utdallas.edu](mailto:IRSO@utdallas.edu)

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## Official Guests/Volunteers on UTD International Travel

**Definition.** Official guests / volunteers are individuals (not UTD employees or students), who are invited and authorized by UT Dallas to participate in a university activity outside of the U.S., and who have a specific role and duties that benefit the activity, and that are distinct from those of a student participant, program leader, and program assistant.

Examples of people that may be **excluded** from the official guest/volunteer definition:

- Temporary volunteers. Local or pass through colleagues who offer to give a student group a session or two on a topic relevant to the program, but that is not integral to or an expected part of the program.

**Authorization.** The official guest / volunteer must receive authorization prior to departure to participate in the activity.

To request authorization submit the following documents to [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu) at least 3 weeks prior to departure:

- [B14-F form](#).
- A letter signed by the program leader/RUO outlining the specific duties of the guest/volunteer, dates and schedule of their participation in the activity, and the benefit of their participation in the activity.
- [Medical Information Release form for Adults](#)
- [Release and Indemnification Agreement for Adults](#)
- Copy of their passport ID page
- Proof of purchase of ISOS personal membership with medical insurance for at least the period of the activity.
- Proof of attendance to appropriate pre-departure training, if needed and based on their duties.

**Program Assistant Definition.** (From the [Education Abroad Program Leader Handbook](#)) A program assistant in the University International Travel context is a UT Dallas faculty, staff, or graduate assistant.

## Traveling Companions on UTD International Travel

While UT Dallas does not restrict program participants from having family members or other individuals accompany them on a UT Dallas program outside of the U.S., it is not a practice that is encouraged. UT Dallas reserves the right to impose limits and/or conditions on the presence of Traveling Companions in the program, or for some or all activities in the program. Such limits or conditions derive from concerns related to health, safety or security as determined by UT Dallas.

**Definition.** A Traveling Companion is a person accompanying a participant of the group. They are not participants in the program, nor official guests/volunteers in the program.

**Authorization.** The participant has received authorization from the program leader to bring a Traveling Companion. If the individual is accompanying the program leader, the program leader has received authorization from his or her immediate supervisor.

**Role.** Traveling Companions are not considered UT Dallas travelers. They are not considered in any way to be representatives of UT Dallas. They should take no role in leading the group or making decisions regarding the program or program participants.

**Minor children.** It is recommended that Traveling Companions under the age of 18 be accompanied by another supervising adult. Adult childcare professionals are also considered Traveling Companions. Program participants, including group leaders should not provide childcare during the program.

**Required documents** must be submitted through the program organizer to [IRSO@utdallas.edu](mailto:IRSO@utdallas.edu), along with the travel authorization documents required for the group, at least 3 weeks prior to departure to request travel authorization.

- Medical Information and Release form for [minors](#) or for [adults](#)
- Release and Indemnification form for travel outside the U.S for [minors](#) or for [adults](#)
- A copy of their passport ID page

**Insurance.** Traveling Companions (or their Parent/Guardian in the case of minors) are responsible for their own medical and liability insurance coverage. It is recommended that Traveling Companions get insurance to cover their needs. UT Dallas cannot recommend or verify the insurance is appropriate. Traveling Companions will need to ensure their selected insurance is appropriate for their needs.

**Safety.** Traveling Companions are responsible for their own safety. It is their responsibility to familiarize themselves with the health, safety, and cultural considerations of the program's destination. UT Dallas is not responsible for the injury, illness, loss, or death of a participant's Traveling Companion on a UT Dallas program. Traveling Companions are expected to abide by all program policies and any additional restrictions that are imposed for safety reasons.

### Emergency Assistance

- Traveling Companions **are not** covered by the International SOS emergency assistance scholastic program. Individual ISOS memberships are available for purchase via the [ISOS website](#). Using membership # **11BSGC000037** will provide a discount.
- Traveling Companions who are U.S. citizens are encouraged to get registered with the [STEP program](#). Non-U.S. citizens are encouraged to report with a similar program in their home country embassy at their destination.

**Expenses.** In no way should Traveling Companions benefit from services paid for by student fees. This information must be made transparent so there is no misunderstanding that student program fees are subsidizing non-participants in any way. Examples:

- Traveling Companions may participate in program excursions and field trips, provided such participation does not increase the cost of the excursion. Program excursions are planned to accommodate all students plus the participating leader(s). If participating in excursions, companions must pay all per-person expenses separately (i.e., entrances to parks or museums, theatre tickets, transportation, meals, etc.).
- If the group travels on charter transportation, Traveling Companions should pay the pro rata share for the portion of the charter used.
- In no case is program money to be used to fund a Traveling Companion participation in special events. If the cost for the Traveling Companion is included on a group receipt, it must be deducted before the receipt is submitted for reimbursement.