Family Members Accompanying Faculty/Staff on Short-term* Study Abroad Programs

Participation in Vanderbilt Study Abroad programs is limited to students enrolled in the program and Vanderbilt University faculty or staff employed in capacity with the program either as an instructor, site director or support staff. Vanderbilt University does not prohibit spouses or domestic partners from accompanying faculty/staff on study abroad programs with the exception of the restrictions listed below.

Minor children are permitted to accompany faculty/staff if 1) there is a second faculty/staff member participating in the program 2) there is a secondary 24-hour caregiver for the accompanying child/ren and 3) the caregiver is maintained throughout the duration of the program. **NOTE: ALL THREE (3) CONDITIONS MUST BE MET.** Faculty/staff members should include a plan for how they will carry out their responsibilities with accompanying family members present and make a written commitment to be available to all students 24 hours a day in the event of real or perceived emergencies. The following restrictions apply:

Restrictions
- Participation of accompanying family members is restricted to spouses, HR approved domestic partners and children.
- Spouses or domestic partners may participate in program related excursions or activities only if they materially contribute to the program.
- If both parents are Vanderbilt University employees in service to the study abroad program their children will not be allowed to accompany them on the program. Employees can participate as accompanying spouses/domestic partners with their children under the guidelines established above.
- Accompanying family members should not advise or counsel students during the program.
- Travel arrangements for any accompanying family member will not be made by Vanderbilt University.
- University employees must comply with the travel policy for family member expenses. Since the IRS does not consider expenditures of this type a qualified business expense, no travel expenses, insurance, transportation, lodging, meals, or registration fees, etc., for spouses or other persons accompanying employees on University travel will be reimbursed/paid.

* Short term programs are defined as less than a semester in length