

Approval for Faculty Dependent Travel on a Maymester Study Abroad Program

Per HPU Travel Policy, if traveling with students, no one other than your spouse/partner can travel with you. Special exceptions can be approved for dependent and foster children of faculty who are teaching on study abroad programs longer than two weeks in duration. If you request your children to travel with you, you must complete this form, including a detailed Family Care Plan.

All faculty dependent travel requests must be approved by November 1.

By signing below, you agree that HPU cannot be responsible for any costs (e.g., travel, meals, or other accommodations) related to anyone traveling with you. In most circumstances, faculty will work directly with the vendors retained on contract by HPU for their study abroad program to coordinate all aspects of family and dependent travel. Family members are not allowed to accompany you on extracurricular and weekend activities related to your study abroad program. Family accommodations must not share any common living spaces with students. You also agree that HPU cannot assume any liability for injury, sickness, or accidents involving family members during any part of the study abroad program, including travel to and from the program site.

Faculty Member Name: _____ Date: _____

Faculty Member Signature: _____ Date: _____

Proposed Family Care Plan *(to be completed by faculty member)*

Program Information

Study Abroad Program: _____

Program Location(s): _____ Program Dates: _____

Family Information

Family Member Name: _____ Relation: _____

Family Member Name: _____ Relation: _____

Faculty Member Name: _____ Relation: _____

Family Care Plan (how dependent or foster children will be cared for while you carry out your assigned duties as a faculty member on a study abroad program)

Approval Signatures

Assistant Vice President, Global Education: _____ Date: _____

Senior Vice President, Academic Affairs: _____ Date: _____

Senior Vice President, Business Affairs: _____ Date: _____

Vice President of Human Resources: _____ Date: _____