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## Participation in Travel Tours and Non-Academic Programs Policy

When Brigham Young University faculty, administrators, and staff are asked to participate in tours and special non-academic programs as instructors, tour leaders, chaperones, liaisons—traveling in any employed capacity or receiving any remuneration (including complimentary travel tickets, hotel expenses, or per diem)—the following principles apply:

- Participation in the tour or program is not in conflict with regular university assignments and employment nor does it consume university resources such as postage, stationery, secretarial support, office supplies, computer time, computer and technology support time, telephone time, etc. (See [Expectations of a Faculty Appointment Policy](#) and [Conflict of Interest and Conflict of Time Commitment Policy](#).)
- If the activity is not sponsored by BYU, participation does not entail using one's position at BYU to promote the tour or program or give any indication of BYU or Church endorsement or sponsorship of the activity. (See [Advertising, Selling, Soliciting Policy](#).)
- If the activity is not sponsored by BYU, participation does not imply that BYU credit is involved in the activity.
- Participation follows current BYU travel policies. (See [Travel Policy](#).)
- Participation does not involve recruitment of other participants, especially students, through BYU or Church Educational System media, e-mail and postal mailing lists, functions, or programs (e.g., classroom instruction, campus speeches, etc.) (See [Mass Mailing & Ecclesiastical Mailing List Requests Policy](#).)
- If travel to Israel is included in the tour, permission for participation must be obtained from the international vice president. Please note that Israeli law requires licensed tour guides. The Government of Israel has given a waiver to this legal requirement for Jerusalem Center personnel when they are guiding Jerusalem-Center-sponsored field trips and in-service training. The waiver does not continue once the appointment at the Jerusalem Center ends, and it does not apply to guide services personnel may provide while at the Jerusalem Center beyond the sponsored field trips and in-service training.
- Approval for participation is requested through one's reporting line, and final approval is given by the responsible vice president.

**APPROVED:** 1 Jun 2020



**PRIOR VERSION:** 26 Sep 2005

**APPLICABILITY:** BYU personnel who participate in travel tours and non-academic programs

**POLICY OWNER:** International Vice President

**RESPONSIBLE OFFICE:** International Vice President's Office

**RELATED POLICIES:**

- [Advertising, Selling, Soliciting Policy](#)
- [Conflict of Interest and Conflict of Time Commitment Policy](#)
- [Expectations of a Faculty Appointment Policy](#)
- [Mass Mailing & Ecclesiastical Mailing List Requests Policy](#)
- [Travel Policy](#)