



College Policy

Approved: October 23, 2015
Executive Responsibility: International

POLICY GROUP: NC600 – Human Resources

POLICY TITLE: International Travel and Safety - Employees

A. Background and Definitions

This practice applies to all part time and full time employees, travelling internationally on College-approved international activities or College business, and being paid through the College's payroll.

Employees will have a full understanding of the implications of accepting an assignment working abroad prior to their departure. The College will, to the best of its ability, prepare and assist employees who are engaged in International Activities or College Business that require international travel.

B. Purpose

To ensure that all reasonable precautions are taken for the safety of faculty and staff who travel abroad, for College-approved international activities or College business, and to effectively manage measures intended to mitigate the risks associated with international travel. To assist employees in making informed choices about the risk that might be associated with travel to foreign countries.

C. Practice Statements

1. The practice applies to all international travel and accommodation arrangements arising out of and in the course of College activities, that are intended to specifically meet academic, business or any other stated objectives. In all cases, the College retains the authority and responsibility for making appropriate arrangements and decisions respecting travel, accommodations and insurance requirements. This function is carried out by authorized College personnel under this practice. For the scope of this practice authorized College personnel, is the Director of International.
2. Regardless of travel warnings issued by Global Affairs Canada, it is the individual traveler's responsibility to be informed of inherent risks of international travel and to take precautions to avoid undue risk and danger.
3. The International Department in collaboration with the Financial Services Department will verify that each activity complies with the Risk R(k)2.lieiSy trnmwid6(R)6(h)6(r)5(ilot)-1p6(r)5(id College's annual insurance policy coverage. The Approval Authority as per our Travel and Expense College Practice will approve all travelling abroad. This approval will be

