



Policy

Title: Out of Country Travel

Policy Statement:

The Board reserves to itself the approval of all out-of-country travel. All applications will be evaluated in terms of the benefits expected to accrue to the College, the unavailability of comparable learning opportunities in Canada, the cost effectiveness of the proposal, and the inherent risk.

Approved: Original copy signed by the Chair of the Board
(Daniel Vandermeulen, Chair of the Board)

March 22, 2018
(Date)

Sponsorship: Finance

To Be Reviewed: March 22, 2023

Review and Revision Dates: February 13, 2003; October 17, 2012; February 14, 2013; March 14, 2013, March 14, 2014, February 15, 2018 and March 22, 2018.

First Approval Date: February 13, 2003

Stakeholders Consulted (Date): Senior Leadership Team - February 6, 2018; Policy Review Committee – March 13, 2018.

Reference to other Documents:

Academic – Student Field Trips Procedure.

Guidelines:

1. Applications for out-of-country travel must be received by the Board at a regular meeting at least three months in advance of any planned departure date. If this is not possible, clear reasons for short notice must be given.
2. Large group travel has increased inherent risk and is strongly discouraged.
3. If the out-of-country travel is part of a student field trip, it must also comply with the requirements of student field trips.
4. Out of country travel must be vetted in consultation with Association of Canadian Community Colleges (ACCC) to see if there are any high risk concerns.