



## Out of Country Travel Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

### Policy Statement:

The Board of Governors reserves to itself, the approval of all out-of-country travel. All applications will be evaluated in terms of 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.

<b>Sponsor:</b>	Finance
<b>Policy Owner:</b>	President & CEO
<b>Policy Administrator:</b>	Executive Assistant, President & CEO and Board of Governors
<b>Approved By:</b>	Board of Governors
<b>Approval Date:</b>	March 22, 2018
<b>Effective Date:</b>	March 22, 2018

<b>Objective:</b>	N/A
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Large group travel has increased inherent risk and is strongly discouraged.</li> <li>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.</li> <li>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.</li> </ol>
<b>Definitions:</b>	N/A

<b>Related Northern Lakes College Documents:</b>	Academic – Student Field Trips Procedure
<b>Related External Information:</b>	
<b>Stakeholders Consulted:</b>	Policy Review Committee: Mar 13, 2018 Senior Leadership Team: Feb 6, 2018
<b>Next Review Date:</b>	March 22, 2023
<b>Revision History:</b>	February 13, 2003: New October 17, 2012 February 14, 2013 March 14, 2013

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