



## 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 the authority to delegate the approval of all out-of-country travel to the Senior Leadership Team. 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>	General
<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>	May 19, 2022
<b>Effective Date:</b>	May 19, 2022

<b>Objective:</b>	This policy sets out requirements for work related out of country travel.
<b>Guidelines:</b>	<ol style="list-style-type: none"> <li>1. Applications for out-of-country travel must be received by the Senior Leadership Team 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. The Executive Assistant, President &amp; CEO will coordinate to ensure insurance coverage related to the requested travel is sufficient for appropriate risk management coordination.</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. All out of country travel must register with the Government of Canada Travel abroad program. Proof of registration must be provided to Human Resources one month prior to departure and following application approval. Failure to supply registration may affect travel.</li> </ol>
<b>Definitions:</b>	N/A

<b>Related Northern Lakes College Documents:</b>	Academic – Student Field Trips Procedure Finance – Travel and Transportation Procedure
<b>Related External Information:</b>	Government of Canada - <a href="#">Travel abroad</a>
<b>Stakeholders</b>	Policy Review Committee: Mar 13, 2018 (defunct)

<b>Consulted:</b>	President's Advisory Team: May 10, 2022 Senior Leadership Team: Feb 6, 2018; May 3, 2022
<b>Next Review Date:</b>	May 18, 2027
<b>Revision History:</b>	February 13, 2003: New October 17, 2012 February 14, 2013 March 14, 2013 March 14, 2014 March 22, 2018 May 19, 2022: Transfer to Senior Leadership Team review, addition of insurance and travel program requirements