

Procedure #	AC113P1
Related Policy Name & #	AC113 Out of Province Travel
Approved by:	Michael Hatton Vice President Academic
Approval Date:	April 8, 2013
Replaces Procedure Dated:	N/A
Admin. Contact(s):	Associate Vice President, Academic Operations/Dean, International
Review Date:	April 8, 2018

Out of Province Travel

Purpose:

The Humber College Institute of Technology & Advanced Learning (hereafter referred to as “Humber” or “the College”) has outlined the following procedure as it applies to Humber students and employees who wish to travel out of province on Humber related learning and business activities and initiatives. It is the goal of Humber to ensure a safe, secure, and healthy learning and work environment while students and employees are traveling out of province.

This document is available in alternate format on request.

Definitions:

None

Procedures:

1. Employee Individual Travel

- 1.1 The employee will submit a completed Request for Approval for Individual Travel Outside of Ontario form and a Travel Insurance Assistance Request form for any travel out of province to the appropriate Dean/Director at least three weeks in advance of the travel.
- 1.2 The appropriate Dean/ Director will approve or deny the Request for Approval for Individual Travel Outside of Ontario and Travel Insurance Assistance Request forms within one week of receipt.
- 1.3 If approved, the Dean/Director will submit the Request for Approval for Travel Outside of Ontario and Travel Insurance Assistance Request forms to the appropriate Vice President or his/her designate who will approve or deny the request within one week of receipt.
- 1.4 If approved, the Vice President's office will submit the Travel Insurance Assistance Request form to Financial Services and Planning for processing of the insurance and will send a copy of the approved Request for Approval for Travel Outside of Ontario and Travel Insurance Assistance Request forms to the appropriate Dean/Director.

- 1.5 The employee will arrange for additional personal insurance coverage, if applicable.

2. Employees Travelling With Students

- 2.1 In addition to all steps outlined in Section 1 (Employee Individual Travel), the employee travelling with students will also submit a completed Student Out of Province Group Travel Request form to the appropriate Dean/Director at least three months in advance of the travel and prior to student recruitment.
- 2.2 The appropriate Dean/ Director will approve or deny the completed Student Out of Province Group Travel Request form within one week of receipt.
- 2.3 If approved, the Student Out of Province Group Travel Request form will be submitted to the Dean of International for a risk assessment. The Dean of International will submit his/her recommendation to the appropriate Vice President or his/her designate within one week of receipt.
- 2.4 The appropriate Vice President or his/her designate will approve or deny the Student Out of Province Group Travel request within one week of receipt.
- 2.5 If approved, the Vice President's office will send a copy of the approved student Out of Province Group Travel form to the appropriate Dean/Director.
- 2.6 After receiving approval, the employee travelling with students will ensure the students complete the Student Out of Province Travel Activity form. These forms need to be submitted to the International Office at least three weeks prior to departure.

3. Students Travelling With a Humber Employee

- 3.1 Students will obtain approval for travelling out of province on Humber related activities from the appropriate Associate Dean or Program Coordinator as per school procedures at least four weeks prior to travel. School procedures may include a risk assessment by the Dean of International.
- 3.2 Students will complete the Student Out of Province Travel Activity form and submit it to the Associate Dean and Program Coordinator of the school at least three weeks in advance of travel.
- 3.3 Students will arrange for additional personal insurance coverage prior to travel, if applicable.

4. Students Travelling Without a Humber Employee

- 4.1 Students considering completing a study/work/travel abroad program take responsibility for researching the destination and completing a personal risk analysis. Students are encouraged to visit and consult with Humber's International office for resources and assistance with this process.

- 4.2 Students will obtain approval for travelling out of province on Humber related activities from the appropriate Associate Dean or Program Coordinator as per school procedures at least four weeks prior to travel. School procedures should include an appropriate risk assessment which may include consultation with the Dean of International.
- 4.3 Students will complete the Student Out of Province Travel Activity form and submit it to the Associate Dean and Program Coordinator of the school at least three weeks in advance of travel.
- 4.4 Students will arrange for additional personal insurance coverage prior to travel, if applicable.

References:

Mitchell, Lynne & Myles, Wayne(2009). Risk Sense Developing and Managing International Education Activities with Risk In Mind. University of Guelph

[Study Abroad at Humber Guidelines and Best Practices](#)

Appendices:

[Student Out of Province Group Travel Request](#) Form

[Student Out of Province Travel Activity](#) Form

[Request for Approval for Individual Travel Outside of Ontario](#) Form

[Travel Insurance Assistance Request](#) Form