


Policy #	AC113
Approved by:	
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Title:	Vice President Academic
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Policy Holder:	Vice President Academic
Administrative Contact:	Associate Vice President Academic Operations
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Out of Province Travel

Purpose/Rationale:

It is the goal of the Humber College Institute of Technology & Advanced Learning (hereafter referred to as "Humber" or "the College") to ensure a safe, secure, and healthy learning and work environment while students and employees are traveling out of province on Humber related or curriculum related learning and business activities and initiatives.

This document is available in alternate format on request.

Scope:

The policy applies to all students and employees who are traveling out of province on Humber related or curriculum related learning and business activities and initiatives.

Definitions:

Out-of-Province Travel: refers to all travel outside of Ontario, including trips within North America and internationally. Examples may include but are not limited to exchange semesters, study tours, conferences and field placements.

Policy:

1.0 Employee Individual Travel

- 1.1 Any employee travelling outside of the province must complete a Request for Approval for Individual Travel Outside of Ontario form and Travel Insurance Assistance Request form. These forms must be submitted three weeks in advance of the travel for approval by the appropriate Dean/Director and subsequently by the appropriate Vice President or his/her designate.
- 1.2 The employee will arrange for additional personal insurance coverage, if applicable.

- 1.3 Employee expenses will be reimbursed according to Humber's Expense Reimbursement Procedure.

2.0 Employee Travel with Students

- 2.1 The Humber employee responsible for the group travel out of province will complete and submit the Student Out of Province Group Travel Request form to the appropriate Dean/Director. If approved this form is forwarded to the Dean of International who will review the request with consideration of risk factors. The request also requires approval by the appropriate Vice President or his/her designate. All approvals must be obtained prior to the recruitment of students, and should take place at least three months in advance of the activity.
- 2.2 Any employee travelling outside of the province must complete a Request for Approval for Individual Travel Outside of Ontario form and Travel Insurance Assistance Request form. These forms must be submitted three weeks in advance of the travel for approval by the appropriate Dean/Director and subsequently by the appropriate Vice President or his/her designate.
- 2.3 Once the Humber employee responsible for the student travel activity has secured approval for the Student Out of Province Group Travel and the Request for Approval for Individual Travel Outside of Ontario, he/she will then coordinate the completion of the Student Out of Province Travel Activity form. Completed forms must be submitted to the Humber International Centre three weeks prior to trip departure.
- 2.4 Employees will be responsible for being aware of the insurance coverage provided by Humber and for purchasing additional health, travel, and/or trip cancellation insurance beyond the insurance provided by Humber, if deemed necessary.
- 2.5 Employee expenses will be reimbursed according to Humber's Expense Reimbursement Procedure.
- 2.6 The Humber employee overseeing the student travel abroad activity will ensure that all of the guidelines for travel outside of the province are followed.

3.0 Students

- 3.1 Students travelling out of the province on a study/work/travel abroad program, without the accompaniment of a Humber employee, will be responsible for researching the destination and completing a personal risk analysis.
- 3.2 All students travelling out of the province on Humber related activities must complete a Student Out of Province Travel Activity form and submit it to his/her Associate Dean or Program Coordinator at least three weeks in advance of travel.
- 3.3 Generally, students will be responsible for all trip and other related costs associated with the activity. Students may apply for Study Abroad Scholarships for international academic study or co-op placement of at least two months in duration.

- 3.4 Students will be responsible for being aware of the insurance coverage provided by Humber and for purchasing health, travel, and/or trip cancellation insurance beyond the insurance provided by Humber, if deemed necessary.

References:

Humber Expense Reimbursement Policy

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

[Study Abroad Scholarships](#)

Appendices:

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

[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

Related Procedures:

Out of Province Travel Procedures

Expense Reimbursement Procedure