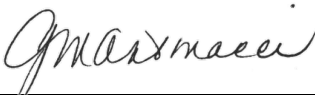


<b>Procedure #</b>	AC113P1
<b>Approved by:</b>	Senior Vice-President Academic
<b>Approval Date</b>	April 13, 2022
<b>Policy Holder Signature</b>	
<b>Policy Holder:</b>	Senior Vice-President Academic
<b>Administrative Contact(s):</b>	Dean, International, Associate Vice- President, Academic
<b>Replaces Policy Dated</b>	April 8, 2013
<b>Review Date:</b>	April 13, 2027

## Out of Province Travel

### Purpose/Rationale:

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’ travel out of province. It is the goal of Humber to ensure a safe, secure, and healthy learning and work environment while students and employees are travelling out of province. (Note: Staff travel within the province is covered under the college’s Expense Reimbursement policy and procedure.)

The procedure applies to all individual or group travel undertaken by students and employees who are travelling out of province on Humber-sanctioned activities such as those related to curriculum, co-curricular-and business activities.

**This document is available in alternate format on request.**

### Definitions:

Academic lead: The Humber employee who accompanies students on the out-of-province experience.

Immediate Supervisor: The employee’s direct manager.

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, skills competitions, varsity, and work placements.

Senior Administrator: The most senior manager in the area, e.g. Senior Dean, Dean, Director.

## **Procedures:**

### **1. General**

- 1.1. Planning for any experience that involves travel must begin early in order to ensure that it takes place in an efficient, effective and safe manner.

### **2. Employee Travel**

- 2.1. At least two weeks for domestic and six weeks for international in advance of travel, each employee travelling outside of the province, whether individually or with other people, must submit a Business Travel Request form to their immediate supervisor.
- 2.2. Within one week of receipt, the immediate supervisor will submit the Business Travel Request form to the budget holder (often the Senior Administrator of the area).
- 2.3. Within one week of receipt, the budget holder/Senior Administrator, if approved, will submit the Business Travel Request form to the appropriate (Senior) Vice-President or their designate.
- 2.4. Information on international travel will be shared with the International Centre in order to identify potential strategic opportunities in the region of travel and to assist with any emergencies that may take place.
- 2.5. If approved, the (Senior) Vice President's office will arrange travel insurance coverage and email a copy to the employee.
- 2.6. Within twenty (20) business days of returning from the activity, the employee will submit an expense statement in accordance with the expense reimbursement policy and procedure.

### **3. Employee-led Student Group Travel**

- 3.1. At least four months in advance of the travel and prior to an employee/Academic Lead making any commitments, including payments to students, partners or suppliers (e.g. airlines), the Academic lead for the student experience must receive approval for the initiative from their immediate supervisor and the Senior Administrator of the area.
- 3.2. Once the group experience is approved at the Faculty level and at least three months in advance of the travel, in addition to all steps outlined in Section 1 (Employee Individual Travel), the employee travelling with students will submit a completed Student Out of Province Group Travel Request form to their immediate supervisor.
- 3.3. Within one week of receipt, the immediate supervisor will submit the Student Out of Province Group Travel Request form to the appropriate budget holder (often a Senior Administrator).

- 3.4. If approved, information on any international experiences will be shared with the Dean of International for a risk assessment which will be informed by travel advice and advisories including from the government of Canada.
- 3.5. Within one week of receipt, the Dean of International or designate will submit their recommendation, to the appropriate (Senior) Vice President or their designate.
- 3.6. Within one week of receipt, the appropriate (Senior) Vice President or their designate will approve or deny the Student Out of Province Group Travel request.
- 3.7. If approved, the (Senior) Vice President's office will send a copy of the approved student Out of Province Group Travel (proposal) form to the Academic Lead's immediate supervisor, Faculty Senior Administrator, and the International Centre.
- 3.8. After receiving approval, and at least four weeks prior to departure, the employee travelling with students will ensure the students complete the Humber Approved Learning Out-of-Province (HALO) Registry and consult with the International Centre to ensure all guidelines for travel are met – including pre-departure workshops as appropriate.
- 3.9. Within a week of completion of the Humber Approved Learning Out-of-Province (HALO) Registry, the International Office will confirm student travel insurance coverage and email students a copy for their records.
- 3.10. The Humber employee/Academic Lead overseeing the out-of-province activity will work with the International Centre to ensure that all of the guidelines for out-of-province travel are followed, including pre-departure workshops as appropriate.
- 3.11. Within twenty (20) business days of returning from the activity, the employee will submit an expense statement in accordance with the expense reimbursement policy and procedure.
- 3.12. Generally, students will be responsible for all trip and other related costs associated with the activity. Students may apply for the Student Travel Bursary for financial aid to support their Humber-sanctioned travel activity.

#### **4. Students Travelling Independently for Credit.**

- 4.1. At least six weeks prior to travel, students must obtain approval for travelling out of province on Humber-sanctioned activities from the appropriate Associate Dean, Program Coordinator or Work Placement Manager as per academic Faculty procedures. Faculty procedures may include but are not limited to signing a learning contract, carrying out a risk assessment etc. If the travel is out of Canada, this may include consultation with the Dean of International.
- 4.2. At least four weeks in advance of travel, and only after receiving approval from the Faculty, students will complete the Humber Approved Learning Out-of-Province (HALO) Registry, which is managed through the International Office.
- 4.3. Within a week of completion of the Humber Approved Learning Out-of-Province (HALO) Registry, the International Office will confirm student travel insurance coverage and email students a copy for their records.
- 4.4. If travel is out of Canada, students will secure the proper study/work/residence visa or permit to allow them to visit, study and/or work in their host country.
- 4.5. Generally, students will be responsible for all trip and other related costs associated with the activity. Students may apply for the Student Travel Bursary for financial aid to support their Humber-sanctioned activity.

#### **5. Insurance**

- 5.1. Humber-approved insurance is arranged by the College on behalf of the employee or student(s).
- 5.2. Policies and coverage will vary depending on status, e.g. Ontario resident, resident of another province, international student, international visitor etc.)
- 5.3. Employees and students are responsible for becoming familiar with the type and limits of the insurance in order to decide if additional insurance, at the employee's or student's expense, is applicable.

#### **References:**

[Global Affairs Canada: Travel Advice and Advisories](#)

[Humber Expense Reimbursement Policy](#)

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

***Appendices:***

[Business Travel Request Form](#)

[Humber Approved Learning Out-of-Province \(HALO\) Registry](#)

Student Out of Province Group Travel Request Form – *Request from International Centre*

[Global Learning Bursary](#)

**Related Procedure(s):**

Out of Province Travel Policy

[Expense Reimbursement Procedure](#)