

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the “University”) recognizes that travel is an integral part of participating in and contributing to an interconnected world and is essential to the integrity of our academy. The University is committed to supporting the health and safety of faculty, staff and students and will take steps to promote safety and mitigate risk while participating in University Travel.

2.0 PURPOSE

- 2.1 The purpose of this policy is to establish and communicate the University's commitment to supporting the health, safety and security of individuals and groups participating in University Travel.

3.0 APPLICABILITY

- 3.1 This policy applies to University Travel by all University faculty, staff and students who participate in domestic or international University Travel.

4.0 DEFINITIONS

University Travel

Approved travel that is conducted under the auspices of the University and advances institutional goals and includes research, scholarship and creative activities, faculty and staff development, and other University-sanctioned student activities.

Travel Authorizer

The University representative who is most closely associated with the planned travel, as outlined in the Travel Authorization Matrix.

Group Leader

The University representative who is leading a group of faculty, staff, and students for purposes as defined by University Travel.

Group

Can consist of two or more individuals, who may be any of; faculty, staff and/or students, who have a designated group leader and are traveling to the same destination(s) to engage in coordinated activities for purposes as defined by University Travel.

Hazardous Activities

Includes activities and/or conditions which have the potential to expose participants to a greater than normal level of danger to a participant’s health and safety.

5.0 POLICY ELEMENTS

5.1 Cancellation

- 5.1.1 The University may deny or cancel University Travel due to safety or security risks which are unacceptable or unwarranted and cannot be reasonably managed. Where the University has cancelled or recalled a trip and faculty, staff and students do not comply with a cancellation or recall, the subsequent travel will be considered personal travel and the travelers will no longer have access to the University’s assistance.

In cases where University Travel is cancelled for students, the University will refund tuition and administrative fees as per the Refunds of Tuition and Student Fees policy.

5.2 Roles and Responsibilities

5.2.1 Travel Authorizer

Travel Authorizers are responsible for reviewing, confirming, and approving travel requests.

5.2.1.1 Verify that the information submitted is complete.

5.2.1.2 Review the identified hazards and control measures and determine if travel includes hazardous activities.

5.2.1.3 Request and review emergency preparedness when travel includes hazardous activities.

5.2.1.4 Review the travel advisories from the Government of Canada.

5.2.1.4.1 If the travel includes a country or region where the Government of Canada has assessed the risk level to be “Exercise normal security precautions”, or “Exercise a high degree of caution”, confirm that the travel may proceed as planned.

5.2.1.4.2 If the travel is to a country or region where the Government of Canada has assessed the risk level to be “Avoid all travel” or “Avoid non-essential travel”, travel may be denied or modified.

5.2.1.4.2.1 Consult with Risk and Assurance Services and the Office of Health, Safety and Environment to evaluate insurance coverage and overall preparedness for travel that includes Hazardous Activities.

5.2.1.4.2.2 Health insurance may be null and void due to the Government of Canada’s assigned risk level.

5.2.2 Group Leaders

5.2.2.1 Seek travel authorization from the designated Travel Authorizer as per Faculty/School or Administrative department-specific procedures.

5.2.2.2 Review and follow the Group Leader Guide.

5.2.2.3 Complete and submit the Travel Authorization form and the Travel Registration form to establish the Group.

5.2.2.4 Identify and advise group members of recommended immunizations for travel required for entry into foreign countries and for the protection of their health, and obtain appropriately.

5.2.2.5 Ensure that each group member has completed the Travel Registration Form.

- 5.2.2.6 Consult with Risk and Assurance Services and the Office of Health, Safety and Environment to evaluate insurance coverage and overall preparedness for travel that includes Hazardous Activities.
- 5.2.2.7 Make contact arrangements and complete an emergency preparedness plan, which may include an arrival and departure check in schedule when requested by the Travel Authorizer and/or if travel includes hazardous activities.
- 5.2.2.8 During trip preparations identify region-specific travel risks, possible emergent events and, monitor changes to Government of Canada-issued travel advisories and take appropriate precautions.
- 5.2.2.9 Hold trip briefings with travellers and/or have travellers complete online briefing courses.

5.2.3 Students, Faculty, and Staff (individual travel)

- 5.2.3.1 Seek travel authorization from designated Travel Authorizer as per Faculty/School or Administrative department specific procedures.
- 5.2.3.2 Complete and submit the Travel Authorization Form and the Travel Registration Form.
- 5.2.3.3 Make contact arrangements which may include an arrival and departure check in schedule while travelling.
- 5.2.3.4 Identify recommended immunizations for travel required for entry into foreign countries and for the protection of their health, and obtain appropriately.
- 5.2.3.5 Identify region-specific travel risks, possible emergent events and monitor changes to Government of Canada-issued travel advisories and take appropriate precautions.
- 5.2.3.6 Complete or attend as required either trip briefings, online travel briefings or courses or MacEwan International's travel orientation.
- 5.2.3.7 Consult with Risk and Assurance Services and the Office of Health, Safety and Environment to evaluate insurance coverage and overall preparedness for travel which includes Hazardous Activities.

5.2.4 MacEwan International

5.2.4.1 Develop and provide travel orientation for students undertaking courses or programs abroad.

5.2.5 Security Services

5.2.5.1 Receive, record and respond to all reported incidents and emergencies; and notify the appropriate representatives.

5.3 Reporting

5.3.1 Travellers must report all incidents to MacEwan University Security Services. The University will respond in the event of an emergency or reported incident related to University Travel.

5.4 Registration and Approval

5.4.1 Unless otherwise specified, all international University Travel must be registered and approved by the Travel Authorizer prior to departure.

5.4.2 All domestic University Travel must be approved by the Travel Authorizer before departure.

5.4.3 Students who undertake University Travel, as defined, within Canada will be required to register their travel.

5.4.4 Faculty, staff and students who do not follow this policy will bear any liability resulting from their travel and may not be able to rely on or access University assistance or insurance coverage.

6.0 ASSOCIATED PROCEDURES

None

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Travel Authorization Matrix
- Refunds of Tuition and Student Fees

8.0 ACCOUNTABILITY

Policy Sponsor

Vice-President, Finance and Administration & Chief Financial Officer

Responsible Office

Office of Health, Safety and Environment

9.0 HISTORY

Relevant Dates

Approved: **23.03.08**
Effective: **23.04.01**
Next Review: **28.03**

Modification History

- 99.04.15:** Policy D3445 Travel approved by Board Motion 1-4-15-98/99.
- 00.10.24:** Revision of policy D3445 approved by Executive Committee.
- 02.06.11:** Revision of policy D3445 approved by Executive Committee.
- 03.06.19:** Revisions approved by Board Motion 01-06-19-2002/03.
- 09.10.08:** Terminology updated to reflect name change to Grant MacEwan University. Approved by Board motion 01-10-8-2009/10.
- 09.12.10:** Revised to consolidate regional, national and international travel into a single policy document. Replaces D3445 Travel Policy. Approved by Board Motion 01-12-10-2009/10.
- 10.04.06:** Revisions approved by Executive Committee.
- 13.04.17:** Updated references to other policies to reflect current policy information.
- 19.02.28:** Comprehensively revised including new title (formerly D1090 Travel Approval and Risk Management (Domestic and International) Policy) effective March 1, 2019. Approved by Board Motion 02-02-28-2018/19.
- 21.11.22:** Minor revision to update Policy Sponsor. Approved by Policy Sponsor.
- 23.03.08:** Comprehensive revisions approved by Governance and Human Resources Committee of the Board of Governors motion GHR #03-03-08-2022/23 to be effective April 1, 2023.