



POLICY STATEMENT

Policy Name	Travel and Security		
Policy #	606	Category	Health and Safety
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	N/A
Policy Approved by	President & CEO	Issue or Revision Date	January 7, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	January, 2024

See the related [PROCEDURES](#)

PURPOSE

The purpose of this policy is to provide students, faculty and staff expected conditions under which they may be permitted to travel when conducting Saskatchewan Polytechnic business, or when representing Saskatchewan Polytechnic or Saskatchewan Polytechnic curriculum-related learning.

SCOPE

This policy applies to all Saskatchewan Polytechnic students, faculty and staff who travel while conducting Saskatchewan Polytechnic business, when otherwise representing Saskatchewan Polytechnic or Saskatchewan Polytechnic curriculum-related learning.

GUIDING PRINCIPLES

Travel for domestic and international activities is often a necessary and beneficial aspect of business and education today, and as such:

1. Saskatchewan Polytechnic believes in broadening the educational experience of both Canadian and international students, faculty and staff;
2. Saskatchewan Polytechnic is committed to promoting a safe, secure, and healthy working and learning environment for students, faculty and staff while representing Saskatchewan Polytechnic on travel;
3. Saskatchewan Polytechnic has a responsibility to coordinate a timely institutional response should an incident or event occur; and
4. Students, faculty and staff are responsible for taking all steps necessary to mitigate any risks their travel may entail.

POLICY

1. All students, faculty and staff must obtain the appropriate approval for any out of province travel prior to confirming any travel arrangements.
2. Before and during International Travel, all students, faculty and staff should familiarize and keep up to date with specific travel advisories and warnings on the government of Canada's website www.travel.gc.ca .
3. Travel is not permitted to any international country or region with an advisory of "Avoid all travel" or "Avoid non-essential travel". In the event that the advisory changes to one of these ratings, where travel is already in progress, it will be reviewed by the student, staff, or faculty member's Dean or Associate Vice-President to determine appropriate response and action.

DEFINITIONS

Domestic Travel: For the purposes of this policy, Domestic Travel refers to any travel destination, by any mode, outside of Saskatchewan but within Canada.

International Education: Any education abroad activities including: 1) Learning activities (curricular, co-curricular or extra-curricular) which focus on other countries or cultures. 2) Any educational activity (full-degree or short-term) which occurs outside the student's home country.

International Travel: Travel to any destination, by any mode, outside of Canada.

RELATED POLICIES/DOCUMENTS

Management Authorities Grid 504b
Travel, Hospitality and Other Expenses 411
Saskatchewan Polytechnic Emergency Response Plan

APPLICABLE LEGISLATION OR REGULATIONS

N/A