



## POLICY STATEMENT

Policy Name	<b>Travel and Security</b>		
Policy #	<b>606</b>	Category	<b>Health and Safety</b>
Policy Sponsor	<b>Associate Vice-President, Human Resources</b>	Previous Revision Date	<b>January 7, 2019</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>January 10, 2022</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>January, 2027</b>

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 and to ensure that Saskatchewan Polytechnic-sanctioned travel activities incorporate specific measures to mitigate risk and facilitate emergency response when travelling off-campus.

### 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.

This policy does not apply to Saskatchewan Polytechnic students at institutions that have an accreditation agreement with Saskatchewan Polytechnic or activities related to Saskatchewan Polytechnic's Student Association (SPSA).

### 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, recognizing that Saskatchewan Polytechnic's ability to directly assist individuals in a foreign country may be limited; and
4. Any travel, particularly international travel may involve inherent risks, dangers and hazards. Students, faculty and staff are responsible for taking all steps necessary to mitigate any risks their travel may entail. Saskatchewan Polytechnic and/or Global Affairs Canada may not be able to provide normal levels of support, assistance or emergency response in the event of travel advisories or changes to travel advisories affecting international travel.

## **POLICY**

1. All students, faculty and staff must obtain the appropriate approval, as specified in the procedures associated with this policy, 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](http://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, this refers to any travel destination, by any mode, outside of Saskatchewan but within Canada.

**International Education:** Includes: 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.

**Off-Campus** means away from Saskatchewan Polytechnic's physical campuses in connection with Polytechnic sanctioned activities where the on-campus protections provided by Saskatchewan Polytechnic facilities, security personnel, and safety measures cannot extend.

**Vendor Sponsored Travel:** Any travel expense (including flights, hotels, registration fees, per diems) reimbursed or paid on behalf of a Saskatchewan Polytechnic employee that has been paid for by a third-party vendor.

## **RELATED POLICIES/DOCUMENTS**

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