

Policy Name	Travel and Security		
Policy #	606	Category	Health and Safety
Policy Sponsor	Associate Vice-President, Human Resources	Previous Revision Date	January 7, 2019
Policy Approved by	President & CEO	Revision Date	November 20, 2019
Procedures Approved by	CFO & Vice-President, Administrative Services	Review Date	See Policy Review Date or As Needed

See the related [POLICY](#)

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.

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.

PROCEDURES

Approval for Travel

1. All students, faculty and staff must obtain the appropriate approval for any travel outside of Saskatchewan prior to confirming any travel arrangements.
 - a) Students are required to register their travel activities with the International Education Office prior to travel.
 - b) Faculty and staff must complete the Pre-Approval Report through the electronic expense claim (TEM2) system and obtain approval from their dean or associate vice-president prior to travel, in accordance with Management Authorities Grid #504b.
 - c) Prior approval of the President or delegate for all vendor sponsored travel is required, as per the provincial government policy on vendor sponsored travel, using the [Vendor Sponsored Travel Approval Form](#).

International Travel Preparations

1. Prior to any travel outside of Canada, students, faculty and staff are required to:
 - a) Register with the Government of Canada travel entity, currently www.travel.gc.ca;
 - b) Ensure they have the necessary travel documentation;
 - c) Confirm that they have appropriate insurance coverage.;
 - d) Ensure they have any required or precautionary inoculations as directed by www.travel.gc.ca. Further assistance may be obtained through www.saskatoonhealthregion.ca – International Travel; and
 - e) Ensure communication platforms are in place between the traveler, home contacts and destination contacts.
2. Additional requirements/procedures such as pre-departure training may be needed for those students and faculty travelling for the purpose of International Education or the delivery of International Education.

Response to International Events

1. In the event of an incident occurring outside of Saskatchewan, proper communication lines are important to ensure Saskatchewan Polytechnic responds efficiently.
2. By registering on www.travel.gc.ca, any international events tracked by the Government of Canada can be made known to you while traveling.
3. When an emergency impacts a location outside of Saskatchewan, the Director, Health, Safety & Security will coordinate the following steps:
 - a) The Associate Vice-President, Human Resources will provide the names of any employees approved for travel in the affected region.
 - b) The Associate Vice-President, Student Services will provide the names of any students approved for travel in the affected region.
 - c) Email and/or various online communications (What's App, Facebook Messenger etc.) are sent to all students, faculty and staff in the affected region. (See Appendix)
 - d) A phone call is initiated to all students, faculty and staff in the region.
 - e) Communication to host organization/institution to request assistance is initiated.
 - f) Contact with Global Affairs Canada is initiated.

The Emergency Management Committee will oversee these situations, as per Saskatchewan Polytechnic Emergency Response Plan.

4. Information to be communicated to students, faculty and staff in the affected region includes:
 - a) Current situation/issue, country, along with any other associated news, links, etc.
 - b) Updates as required.
 - c) A sample communication is provided in the Appendix to these Procedures.

APPENDIX

Sample Communication for email or online platform

Subject: EMERGENCY CHECK IN: CONTACT Saskatchewan Polytechnic
ISSUE:

This morning there were two bomb detonations in the Brussels, Belgium airport and one metro station.
Please confirm back to Saskatchewan Polytechnic immediately stating:

I am safe.

I am in _____ (city and country).

Thank you,
Saskatchewan Polytechnic