

# International Travel Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Functional category</b>	Operations
<b>Parent policy</b>	Internationalization Policy
<b>Approval date</b>	March 5, 2024
<b>Effective date</b>	March 5, 2024
<b>Procedure owner</b>	Vice President, College Life
<b>Procedure administrator</b>	Director, International Markets

## Overview

International travel allows members of the NorQuest College (college) community to engage in unique opportunities to further their learning or research, to engage in international projects, to visit potential or current international partners, and to engage in activities that further the internationalization of the college. As with any international travel, there are associated risks with travel for college business. The assessment and management of risk and the safety of travellers are shared responsibilities between the college and individual travellers. The purpose of this procedure is to promote safe international travel for any individual travelling to participate in college business or activities. This procedure outlines the authorization process for international travel along with the predeparture requirements. The procedure applies to all NorQuest employees and students.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President

and CEO to establish policies and procedures for the college's management and operation.

## Procedure

### 1. International Travel Authorization/Registration Process for Employees

- 1.1. [Appendix A](#) of this procedure provides a visual overview of the steps required for international travel authorization as described below. This procedure does not outline expense and reimbursement procedures for international travel, which are outlined in the [Travel and Related Expenses Procedure](#). However, before engaging in any international travel, employees must first seek the appropriate budgetary approvals from their department. This can be done through the completion of a [Travel-Authorization Form](#). Employees should not move forward with additional steps for seeking travel authorization until they have completed a Travel Authorization Form and received the appropriate departmental permission.
- 1.2. In order to request authorization for their trip, employees must login to the college's [International Travel Authorization & Registration Portal](#). All required steps related to authorization of international travel through the Portal must be completed at least three weeks in advance of an employee's travel date.
- 1.3. Travellers are required to indicate which countries they plan to travel to when filling in the International Travel Authorization & Registration Portal. The Portal will determine the risk level of the international destination(s). This determination is made using the [Government of Canada Travel Advice and Advisories website](#). If the risk level is acceptable, the International Traveller will be permitted to move forward with the authorization process. Employees who request to travel to a country with a risk level that is deemed unacceptable will not be able to request authorization for their travel through the International Travel and Authorization Portal. Instead, employees who wish to travel to these areas must seek special approval from their

supervisor and then from NorQuest International. [Appendix B](#) of this procedure provides a risk matrix that demonstrates acceptable and unacceptable levels of risks related to the authorization of international travel.

1.4. In order for international travel to be authorized, employees must provide the relevant personal information and also prepare and submit the following documents to the International Travel Authorization & Registration Portal:

- a. Signed Travel Authorization Form
- b. Signed Predeparture Check-List – this checklist is completed within the portal
- c. Signed International Travel Informed Consent Form
- d. Emergency Plan Document (only required for group travel when the group has five people or more).

1.5. Employees who complete the steps listed above and provide all of the necessary supporting documentation will have their travel authorized. NorQuest International will alert employees in a timely manner if something is missing from their travel authorization request.

**Employees should not book any travel until receiving confirmation of travel authorization. Employees who do not receive travel authorization are not permitted to travel.**

## 2. International Travel Authorization/Registration Process for Students

2.1. [Appendix A](#) of this procedure provides a visual overview of the steps required for international travel authorization as described below. The college is not responsible for travel-related expenses for students except in the instance that student(s) have received funding from the college in the form of a bursary or scholarship which is meant to be used for international travel expenses.

2.2. All student travel for college purposes (study abroad, faculty-led study abroad, group travel, etc.) must be entered in to the college's [International Travel Authorization & Registration portal](#). This can be

done by each student individually or as part of a group workshop activity led by the employee who is arranging the student travel (each student would still be required to complete their own entry). All required steps related to authorization of international travel through the Portal must be completed at least three weeks in advance of a student's travel date.

2.3. Students are required to indicate which countries they plan to travel to when filling in the Travel Authorization & Registration Portal. The Portal will determine the Risk Level applicable to the international destination(s). This determination is made using the [Government of Canada Travel Advice and Advisories website](#). If the risk level is acceptable, the student will be permitted to move forward with the authorization process. [Appendix B](#) of this procedure provides a risk matrix that demonstrates acceptable and unacceptable levels of risk for authorizing international travel.

2.4. In order for international travel to be authorized, students must prepare and submit the following documents to the International Travel Authorization & Registration Portal:

- a. Signed Travel Authorization Form (only when funding has been provided by NorQuest College). The Travel Authorization Form must be completed by an employee of the college who is leading the travel planning for the student(s). Each student will then be provided a copy of the signed Travel Authorization Form to submit as part of their Travel Portal entry.
- b. Signed Predeparture Check-List – this checklist is completed within the Portal
- c. Signed International Travel Informed Consent Form
- d. Emergency Plan Document (only required for groups of five people or more).

2.5. Students who complete the steps listed above and provide all of the necessary supporting documentation will have their travel authorized. NorQuest International will alert students (or the applicable employee in charge of organizing the student travel) in a timely manner if

something is missing from their travel authorization request. **Student travel should not be booked until confirmation of travel authorization from NorQuest International is received. Students who do not receive travel authorization from NorQuest International are not permitted to travel.**

### 3. Pre-Departure Processes

- 3.1. Prior to commencing in any international travel for college activities, all international travellers must attend a pre-departure session. NorQuest International will schedule a pre-departure session for each traveller accordingly. Pre-departure sessions will be tailored to the unique needs of each traveller. Travellers who do not complete any pre-departure briefing sessions, as directed by NorQuest International, may have their trip cancelled or delayed.
- 3.2. The college highly recommends that international travellers who are travelling for college activities register their travel itinerary and contact information with the issuing country of their passport whenever it is possible to do so. For Canadian passport holders and permanent residents, this can be done through the [Government of Canada's Registration of Canadians Abroad](#) service.
- 3.3. Travellers are responsible to ensure they are physically and mentally prepared for international travel. Specifically, travellers should familiarize themselves with possible health risks associated with their travel destination and planned activities and take appropriate preventative measures.
- 3.4. The college requires that international travellers have adequate travel medical insurance including emergency health coverage. Faculty and staff have emergency health coverage through their benefits plan but may wish to purchase additional and supplementary travel medical insurance at their own expense. Each international traveller is responsible to review the details of their travel insurance plan, to determine if coverage is adequate, and to know if any exclusions are

applicable to them. Employees who are not covered by Alberta Blue Cross via the groups benefit plan will be required to sign up for a travel emergency plan which will be facilitated by NorQuest International. All students will be required to sign up for a travel emergency plan, which will be facilitated by NorQuest International.

3.5. NorQuest International may provide guidance on the requirements for entry for destination countries. However, travellers are solely responsible for ensuring they meet entry requirements for each country they are seeking to enter. This includes acquiring adequate entry documentation for each destination. This also includes meeting health requirements for entry into a destination country, including obtaining all required vaccinations for entry. In addition to mandatory vaccines, travellers are suggested to consider obtaining additional [pre-travel vaccines](#) as per the Government of Canada's website and in consultation with a medical professional.

#### 4. Compliance

4.1. The college requires that international travellers comply with the laws of the country/countries they are travelling to. Failure to comply with the laws of the host country may result in legal action being taken against the traveller. The college is not responsible for financial costs to the traveller associated with such legal action.

4.2. Additionally, college employees and students remain subject to the NorQuest College [Code of Conduct Policy](#) and the College [Student Judicial Affairs Policy](#) respectively while traveling abroad on college business. A traveller's failure to comply with their respective Code of Conduct may result in the traveller being required to return from their trip early or other such consequences as deemed appropriate by the college. The college is not responsible for financial costs associated with rebooking travel as a result of noncompliance with the applicable Code of Conduct.

- 4.3. Any travel that occurs without having been authorized through the processes outlined in this procedure will be considered non-compliant travel. Non-compliant travel may be deemed ineligible for expense reimbursement. Additionally, employees who engage in noncompliant travel may not be eligible for future travel for college business.
- 4.4. College employees may be permitted to travel with family or friends while on college business. However, accompanying travellers are not permitted in the instance the employee is traveling as a guide to a student group. The college is not liable for any accident or injury that occurs to family or friends who are travelling with the college employee.
- 4.5. College employees may request extensions to international travel for college purposes in the instance that there is a valid reason for the extension. However, the traveller is responsible to inform their department, receive permission from their supervisor, and ensure there is adequate departmental budget for a trip extension. Travellers who have been granted a departmental approval of their request to extend their trip for college purposes must register their new travel end date in the International Travel Authorization & Registration portal. Travellers who wish to extend trip dates to engage in personal travel may do so with the permission of their supervisor. Their new travel end date must be registered in the Travel Authorization & Registration portal. The college is not liable for any accident or injury that occurs while travellers are engaging in personal travel. Expenses incurred during personal travel are not eligible for reimbursement.
- 4.6. When travelling internationally for college activities, international travellers are required to maintain an updated travel itinerary and contact information in the International Travel Authorization Portal. Travellers are not permitted to change their itinerary to travel to countries in which the risk level is considered unacceptable unless an emergency occurs while the traveller is abroad and the subsequent response plan requires it.

## 5. Right of Refusal

5.1. Travellers cannot be required to travel to a destination where they reasonably believe their personal safety may be at risk.

## Definitions

**College Business or Activities:** means, for the purposes of this procedure, recruitment, teaching, research, education (including student exchanges and study abroad programs), professional development or service activities, or participation in international competitions or conferences, which have been organized, sponsored or sanctioned by the college.

**Employee:** includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

**Pre-departure Session:** a session to provide NorQuest employees and students with information regarding travel logistics, cross-cultural communication, health and safety abroad, etc.

**Risk Level:** the rating level determined by the Government of Canada. It is the official measure of the safety and security of a destination, country or region. There are four risk levels: 1) Exercise normal security precautions; 2) Exercise a high degree of caution; 3) Avoid non-essential travel; and 4) Avoid all travel

**Student:** for the purposes of this procedure, means any individual admitted to, and enrolled in, any college course(s) or program(s). Another term for student is Learner.

## Related information

### NorQuest College

- [Appendix A](#)

- [Appendix B](#)
- [Code of Conduct Policy](#)
- [International Travel Authorization & Registration Portal](#)
- [Internationalization Policy](#)
- [Student Judicial Affairs Policy](#)
- [Travel and Related Expenses Procedure](#)

## External

- [Government of Canada Travel Advice and Advisories website](#)
- [Government of Canada Travel Advice and Advisories Health website](#)
- [Registration of Canadians Abroad](#)

## Next review date

March 2028

## Revision history

Date	Version Number	Action
March 2024	V1	New.