

## INTERNATIONAL TRAVEL

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<b>Approval Authority</b>	President
<b>Responsible Executive</b>	Provost and Vice -President, Academic and Chief Financial Officer and Vice President, Administration
<b>Related Policies / Legislation</b>	Field Trips (56) Study Tours (59) Safe Student Learning Community (204) Student Academic Conduct (70) Board Policy on Off-Campus Activity and Travel (BRP-220.02) Travel Approval, Booking, and Reimbursement (235)

### PURPOSE

This policy is to encourage and support international travel opportunities for educational and professional advancement while increasing the awareness of as well as minimizing and managing the risks related to such travel.

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### SCOPE

This policy applies to all employees and students travelling internationally on a UFV activity, as defined below.

This policy does not apply to personal travel or to activities, such as scholarly activity or professional development, unless the activity is both organized and approved by UFV.

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### DEFINITIONS

In this policy, the following definitions apply:

**Employee:** An individual employed by UFV as a permanent or temporary employee or working on a contract-for-service basis.

**Scholarly activity:** An activity undertaken in the pursuit of scholarship and/or research that is not organized and approved by UFV, such as sabbatical projects.

**Student:** An individual who is registered at UFV as a full-time or part-time student and who is enrolled in a credit or non-credit course(s) or program.

**Travellers:** Employee and/or student travelling pursuant to this policy.

**UFV activity:** Any activity organized **and** approved by UFV, which may include:

- (a) An activity undertaken by a student as part of a credit or non-credit course, program of study, experiential learning opportunity, athletic activity, or research activity; or

(b) An activity undertaken by an employee in relation to their employment at UFV, such as:

- Organizing an activity that involves taking students or other employees with them;
  - Participating in a UFV organized and approved activity, such as a study tour; or
  - Acting as a formal UFV representative on a trip organized and approved by UFV.
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## **POLICY**

UFV will take reasonable steps to support, promote, and enable safe experiences for its employees and students who undertake international travel for a UFV Activity.

Academic and administrative units and travellers share responsibility with UFV to assess, manage, and minimize the risk of international travel. All travellers have a responsibility to familiarize themselves with the risks of the specific activities and travel location; to make informed decisions concerning their participation; and to follow UFV policies, procedures, and requirements.

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## **REGULATIONS**

1. UFV will require the completion and evaluation of a risk assessment prior to approving a UFV Activity.
2. UFV reserves the right, in its sole discretion, to rescind approval for a UFV Activity in whole or in part.
3. All travellers undertaking a UFV activity will register with the UFV-identified international travel and risk management service/travel registry and with the Government of Canada's Registration of Canadians Abroad. The information contained in the travel registry will be used in the event of emergencies or issues of safety and security.
4. Students will attend a pre-departure briefing and sign appropriate documentation prior to departure.
5. Employees travelling on scholarly activities are strongly encouraged to complete a risk assessment and register with the UFV-identified international travel and risk management service and with the Government of Canada's Registration of Canadians Abroad but are not required to do so.
6. Regardless of travel warnings, it is the individual's responsibility to stay informed about risks and to take appropriate precautions.

The Provost and Vice President Academic and the Chief Financial Officer and Vice President, Administration or their designates are responsible to develop and publicize procedures for international travel. Procedures are maintained by UFV International and are available at [https://www.ufv.ca/media/assets/international-education/external/documents/Procedures-International\\_Travel\\_Approval\\_\(Policy-237\).pdf](https://www.ufv.ca/media/assets/international-education/external/documents/Procedures-International_Travel_Approval_(Policy-237).pdf)

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