A. Background and Definitions

This practice applies to all part time and full time employees, travelling internationally on College-approved international activities or College business, and being paid through the College’s payroll.

Employees will have a full understanding of the implications of accepting an assignment working abroad prior to their departure. The College will, to the best of its ability, prepare and assist employees who are engaged in International Activities or College Business that require international travel.

B. Purpose

To ensure that all reasonable precautions are taken for the safety of faculty and staff who travel abroad, for College-approved international activities or College business, and to effectively manage measures intended to mitigate the risks associated with international travel. To assist employees in making informed choices about the risk that might be associated with travel to foreign countries.

C. Practice Statements

1. The practice applies to all international travel and accommodation arrangements arising out of and in the course of College activities, that are intended to specifically meet academic, business or any other stated objectives. In all cases, the College retains the authority and responsibility for making appropriate arrangements and decisions respecting travel, accommodations and insurance requirements. This function is carried out by authorized College personnel under this practice. For the scope of this practice authorized College personnel, is the Director of International.

2. Regardless of travel warnings issued by Global Affairs Canada, it is the individual traveler’s responsibility to be informed of inherent risks of international travel and to take precautions to avoid undue risk and danger.

3. The International Department in collaboration with the Financial Services Department will verify that each activity complies with the Risk Rating Systems developed by the International Department, as well as ensures that the country is not excluded from the College’s annual insurance policy coverage. The Approval Authority as per our Travel and Expense College Practice will approve all travelling abroad. This approval will be
based upon a review of the Global Affairs Canada Risk Rating of the destination and the potential risk posed by the planned activities.

4. College employees must adhere to all steps and measures outlined in the Procedures section of this Practice and are reminded that they continue to represent the College while travelling internationally.

NOTE:

A. Workplace Safety & Insurance Board (WSIB) coverage applies to employees who suffer an injury that arises out of and in the course of employment whether in Canada or when they are abroad. In such cases, the employee is required to report the injury in accordance the Incident/Accident Report Form Guide

B. Additional health insurance is arranged by the International Department for employees travelling abroad for College business. International travel medical and security assistance services are also provided through a third party for employees travelling abroad.

C. In circumstances where employees wish to use personal leave or personal time in conjunction with College-arranged business travel, but for purposes outside of those described in this Practice, the employee is responsible for making arrangements for any additional health insurance requirements, the costs for which, he/she is also responsible.

D. Related Documents and Links

Procedure:

Employee Travel:

If intending to travel internationally on College business and/or international activities all employees should recognize the importance of planning in advance and must seek advance approval for International Travel (including North America) and Travel to the United States in accordance with the Travel and Expense College Practice

International Department

- International Department will provide employee with checklist advising of all pertinent information to prepare for International travel for work purposes.

Human Resources
POLICY GROUP:  NC600 – Human Resources
POLICY TITLE: International Travel and Safety - Employees

a. If travel is beyond thirty (30) calendar days, HR will meet with the employee to review OHIP and benefit requirements.

Finance/Payroll
a. If travel is beyond thirty (30) calendar day, Payroll will meet with applicable employees and provide employee with a package of pertinent information. (per diems, taxable benefits)

Environmental Health and Safety
a. Assignments greater than six (6) months, EHS department to provide direction as per WSIB Operational Policy

Employee
a. Obtain vaccinations required to enter country of destination
b. Obtain a passport or Visa that meets the destination country requirements for entry/exit (All countries have their own entry/exit requirements) Consult the travel advisories to view the Entry/Exit requirements of each country. Because these requirements can change, you can also check with the Government of Canada office of the country you intend to work in
c. Seek information regarding OHIP implications, if any
d. Seek information from CRA and/or External Tax Advisor Residency Tax Implications and/or any other applicable pertinent information

See also:
College Policy NC300 - Travel and Expense