



PROCEDURES

Title	International Travel Risk and Security
Policy No.	B.2.1
Approval Body	President & Chief Executive Officer
Policy Sponsor	Vice President, Administration & International Development
Last Revised/Replaces	
Effective Date	June 11, 2018

1. Employees and students undertaking approved International Travel must submit an “International Travel Risk Assessment” form, located on myVCC, as soon as travel planning is initiated. The individual responsible for approval will ensure that the completed and signed form is forwarded to the Director Safety, Security, and Risk Management for a Risk Assessment.
2. The Risk Assessment will be conducted usually within five (5) business days of receipt of signed form. The form will be returned to the appropriate Senior Leader indicating if the request is approved or denied with rationale provided.
3. If the travel request is not approved after conducting a risk assessment, the College will not endorse the travel as a College related event.
4. The employee/student can request a review of the decision by submitting a written request to the Vice President of the area.
5. The Director may require a second review closer to the departure date. If a request is submitted six (6) months in advance of travel date, a second review will be conducted three (3) weeks before departure. The time frame can be adjusted depending upon information and conditions as they develop.
6. The College recommends travellers purchase flight cancellation insurance for non-refundable airline tickets.
7. The Province of British Columbia has a Medical Services Plan and the College offers additional extended medical insurance to eligible employees. Membership in these plans is not automatic and it is the responsibility of the traveller to ensure they have adequate medical coverage when travelling outside of Canada.

DUTIES AND RESPONSIBILITIES

The approver (i.e., Dean or Supervisor) is responsible for:

8. Ensuring that employees and students are briefed on this policy and its requirements when appropriate.
9. Being aware of projects, practicums, etc. that involve international travel including the intended location and travel duration of employees and students while representing the College.

10. Ensuring all requests for international travel are reviewed in a timely manner.
11. Submitting completed and signed “International Travel Risk Assessment” forms to the Director Safety, Security and Risk Management in a timely manner.

Director Safety, Security, and Risk Management is responsible for:

12. Conducting a risk assessment for all international travel requests.
13. Coordinating in conjunction with the relevant department a pre-departure briefing, when required.
14. Following up or communicating with employees/students if a safety, security, global health or other related concern arises after the commencement of travel.
15. Maintaining a database of students and employees on international travel and their return. Records will be retained as per Policy A.3.9 Records Management Policy.
16. Maintaining and following up on International Travel Risk Assessment forms and other related documents relating to the travel request.

RELATED POLICIES

Refer to B.2.1 International Travel Risk & Security Policy.