

AC.2.13.3 Study Canada Procedure

Schedule A Group Study Canada Program Guide

Before visit, trip leaders must:

1. Attend all scheduled trip planning meetings, including both trip leader and student pre-departure sessions and review with [AC.2.13.3 Study Canada procedure](#).
2. Ensure necessary documentation is complete for all travelers and shared with Study Canada Coordinator. This includes insurance documentation and/or any documentation or pre-approvals which are required under [Academic Division Professional Development and Travel Request](#), [HS.1.7 Travel](#) and [HS.1.7.1 Travel Safety Planning and Approval](#), along with information on emergency contacts and the point of contact in the destination.
3. Where applicable, in consultation with the relevant Dean, Academic Chair, and Study Canada, determine a project you will pursue during your visit.
4. If you are accompanying students with another SAIT staff member, you must determine clear roles and responsibilities for each staff member and communicate these with Study Canada (e.g. main point of contact at the destination, for students, etc.).
5. Ensure that you are familiar with the rules around expenses and when/how you will be reimbursed for the expenses you incur while on the Study Canada program.
6. Be aware of risk management protocols and procedures for incidents that may occur during the trip.
7. If you would like to thank individuals or organizations that have made a meaningful contribution to your visit, consider bringing small tokens of appreciation. Check with your School to see if there are any school-specific items you could bring. The Study Canada Office may also have items available. If you are unsure about what gifts would be appropriate, please consult with Study Canada before your departure.

During visit, trip leaders:

1. Must not, at any time during their participation in the Study Canada program, be under the influence of alcohol or drugs (including any prescribed medication from a medical practitioner) where their performance is affected or they are a health and safety risk to themselves/others. This is considered to be a serious act of employee misconduct: it renders the employee unfit to carry out their duties and responsibilities and it causes imminent risk to other participants on the Study Canada trip. It is understood that:
 - a. Participants on the Study Canada trip who believe that a trip leader is under the influence of alcohol or drugs and that this is affecting the trip leader's performance or

- causing a health and safety risk to the trip leader/others must immediately report this situation to Study Canada.
- b. Study Canada will immediately investigate and take actions to maintain a safe environment for all participants on the Study Canada trip. Actions may include, for instance, immediately repatriating the trip leader to Calgary, arranging for an alternate trip leader to join the study tour, etc.
 - c. Study Canada will immediately advise Human Resources of the situation. Human Resources will investigate and address the situation with the employee upon the employee's return to Calgary. Note that this may result in SAIT ending its employment relationship with the employee.
2. Mentor participating SAIT students, and address any concerns pertaining to their physical, emotional, psychological, and academic well-being, as required.
 3. Hold daily debrief meetings with all students (individually or in a group depending on the situation).
 4. Provide instruction and direction on any projects or assignments given to students, as required.
 5. Ensure there is a communication mechanism in place for students to contact you and vice versa (i.e. Teams chat, WhatsApp group, etc.).
 6. Provide leadership during emergency situations including health and safety incidents. Address all issues pertaining to student conduct. Communicate promptly with Study Canada regarding any health, safety, or other significant issues that arise during the program, and liaise with relevant local partners, organizations, or institutions as needed.
 7. Actively participate in all projects, program, and learning activities associated with the experience. Upon completion, submit any required reflections, reports, or program evaluation materials by the specified deadlines.
 8. Meet regularly with designated staff from the host institution or program provider to discuss students, programs, scheduling and anything else that is pertinent to the smooth operation of the tour.
 9. Act as an ambassador for SAIT. Lead by example for students.
 10. Promote SAIT. This may include making a presentation about SAIT, using a standard SAIT-template PowerPoint presentation.
 11. Observe and report on best educational practices at the host institution, if applicable.
 12. Travel with the students as a group from Calgary and return with the students to Calgary.
 13. Participate fully in all social activities as part of the program and ensure students do the same.
 14. Students have the option to extend their travel or travel independently at the end of the program, in accordance with Study Canada procedures. Prior to departure, students must complete a Study Canada Participation Agreement form. If any changes are made while

travelling, including extending travel plans or travelling independently, students are required to complete an updated form with the necessary amendments. Students are also responsible for making any changes to their return travel arrangements and covering any associated change fees, as Study Canada does not provide support for these costs.

Upon Return to SAIT:

1. Facilitate a post-participation debrief session to help students reflect on their Study Canada experience and connect it to SAIT's Study Canada learning outcomes.
2. Participate in presentations about the short-term visit to Council for Learning and Program Excellence (CLPE), Academic Council, Management Council, and other groups as requested.
3. Share your photos and testimonials from the exchange with Study Canada for promotional purposes.
4. Participate in a short video interview about your experiences, if requested.
5. Share your research project and/or report, if applicable.

Expenses:

1. Use of a SAIT Credit Card

SAIT's Expenses Policy and Procedure [FN.11.1](#) and [FN.11.1.1](#) are in effect during this trip. You must arrange to have a SAIT credit card for the duration of your trip. Wherever possible, all expenses should be put onto this credit card and reconciled as soon as possible upon return. If for some reason you are unable to use your credit card for a particular expense, you will need to pay by a different method. Save the receipt and submit your expenses upon return. Some destinations will accept cash only in many businesses. In this case, follow the standard SAIT foreign currency expense claim procedure (EX 11).

2. Receipts

As per SAIT's policies and procedures, you are normally required to submit a detailed receipt for your expenses, regardless of whether you paid for those expenses by way of your SAIT credit card (as credit card statements/slips are not acceptable on their own without the receipt) or by some other method.

In some limited situations, you may not be able to obtain a receipt. You may be able to claim the expense as an un-receipted expense—provided that you keep a written record of the amount you spent, where and when you spent it, and on what you spent and include a Missing Receipt Form when submitting the expense. SAIT Finance and Study Canada will not approve an un-receipted expense without this supporting information. Also, please be aware that Finance and Study Canada will not approve an expense claim based on your submission of a daily per diem amount. Only incurred expenses, that are reasonable (as discussed below)

and that you can verify either by way of receipt or by way of written supporting information, will be approved.

3. **Expenses for which you can be reimbursed.**

We have the privilege of sponsored travel/professional development at the courtesy of Alberta taxpayers, other funders, and the students at SAIT. It is important that we use the resources entrusted to us in the most effective way, and in a way that can be justified in the light of public scrutiny. Refer to [FN.11.1.1 Expenses](#) procedure on SAIT.ca for the most accurate and up-to-date information.

You will be reimbursed by your school or sending department for all reasonable and eligible expenses. Examples of reasonable expenses may include:

- Food for business purposes, supported by receipts/documentation
- Telephone and Communication Costs: Business-related calls will be reimbursed. Reasonable, occasional use of long-distance services for personal calls may be claimed, though travelers are encouraged to use low- or no-cost internet-based services such as WhatsApp whenever possible.
- Loaner Phones: Loaner phones for business travel are available through the SAIT Cell Phone Office and can be requested in advance of departure. Trip leaders who prefer to use their personal devices for work-related communication while abroad may submit an expense claim for related costs up to \$15 per day to 'roam like home' (including both incoming and outgoing call charges), provided they have ***received prior approval from their manager.***
- Transportation costs for business purposes: when possible, these costs should be minimal as accommodation should be booked as close as possible to a host institution/program site and where efficient and safe public transportation is available. Car rentals are not allowed unless prior written approval is obtained from your Dean/Director and Study Canada. Under no circumstances may a student rent a car while on a SAIT trip as it is not covered by SAIT insurance.
- Hosting a few key staff members from the host institution for lunch/dinner at the end of your stay, as a way of thanking them for their hospitality (if applicable).

4. **Expenses that are not reasonable and will not be reimbursed by SAIT**

- Providing additional financial support for our SAIT students, including hosting students to meals unless an exceptional circumstance arises (i.e. student loses wallet).
- Transportation costs for personal sightseeing purposes.
- Lavish meals for large numbers of staff/students.
- Costs associated with using the accommodation's exercise and/or spa facilities, mini-bar costs, and movie charges.

- Any other items included on [Schedule A: Expenses Not Eligible for Reimbursement](#), an associated document to procedure FN.11.1.1 Expenses.

Please note this is not a comprehensive list and ultimately, all submitted expenses must be business related. If you have questions at any time, do not hesitate to contact SAIT Finance or Study Canada.

Forms, Policies and Procedures

It is your responsibility to ensure you have read and fully understand all policies and procedures related to business travel on behalf of SAIT. Also, it is your responsibility to ensure you have completed all required documentation related to business travel on behalf of SAIT, including the [Academic Division Professional Development and Travel Request](#).

Your signature below affirms that you have reviewed the trip leader expectations outlined in this program guide and that you acknowledge and understand your responsibilities as a trip leader for a Group Study Canada activity.

Print Name

Date

Signature

Study Canada Debrief Guide for Trip Leaders

Purpose:

A Study Canada debrief session is designed to help students reflect on their experience abroad and connect it to SAIT's Study Canada learning outcomes. Trip leaders should facilitate a relaxed, open discussion using the suggested questions and Menti or a shared document to capture student insights.

Learning Outcomes:

1. **Transformative Growth** – A shift in students' global perspective and cultural self-awareness:
 - Greater interest in diverse perspectives, people, and places
 - Better understanding of how context shapes beliefs and behaviours
 - Broader cultural awareness locally and globally
 - Recognition that diverse worldviews enhance their own learning
2. **Increased Cultural Competence** – Improved communication and collaboration across cultures:
 - More confident in asking questions and seeking understanding
 - Comfortable working with culturally diverse peers
 - Positive and open in response to cultural differences
 - Aware that problem-solving differs across contexts

Debrief Format:

Duration: 30–45 minutes

Setting: Classroom, meeting space, or informal gathering

Tools: Menti, shared doc, whiteboard, or flip chart

1. **Suggested Questions for Discussion/Menti:**

- What moment during your participation in the Study Canada program had the biggest impact on you academically or personally as a student?
- How has your participation in the Study Canada program/activity influenced your perspective on your education or future goals?
- What surprised you most about your experience during the Study Canada program/trip?
- How will you apply what you learned during this experience to your future studies or career?
- What advice would you give to future students preparing to join the Study Canada program?

2. **Capturing Learning:**

- Use Menti (open-ended or word cloud) to collect anonymous or named responses.
- If tech isn't available, you can record notes or have students submit short written or verbal reflections based on the above questions.

Ensure students complete a reflection assignment or video if required by funding/course.