

TRAVEL SAFETY, PLANNING AND APPROVAL

Section:	Health Safety and Environment (HS)
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Legislation:	
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APPROVED: _____
President and CEO

POLICY

The policy of the Board of Governors is to require employees and Board members to plan and obtain approval for their travel on SAIT-related business.

PROCEDURE**DEFINITIONS**

Domestic travel	Travel to any destination, by any mode, within Canada.
Employee	Any SAIT employee, full-time or part-time, salaried or contract (excluding independent contractors).
International SOS (ISOS)	SAIT's contracted travel, health and security risk management service company that provides safety, medical, and security advice and referrals for SAIT travelers.
International travel	Travel to any destination, by any mode, outside of Canada.
Loaner device	SAIT-issued technologies that do not contain sensitive data and which include the appropriate remote access services for use in international travel destinations with a risk level rating other than "Take normal security precautions".

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Risk level	The Government of Canada's official measure of the safety and security of a destination, country or region. There are four risk levels: <ul style="list-style-type: none">• Exercise normal security precautions;• Exercise a high degree of caution;• Avoid non-essential travel; and,• Avoid all travel.
Travel	Any destination outside of a 50-kilometer radius of the SAIT campus which is the employee's primary place of work.
Traveler	Any SAIT employee or Board of Governors member who is on approved travel in relation to SAIT business.

GOVERNING PRINCIPLES

1. School/department deans, directors, associate vice presidents and designates are responsible for ensuring school/department compliance with this procedure. Each school/department is accountable for managing the travel planning, approval and emergency response processes in accordance with this procedure and must ensure that all travel arrangements prioritize traveler safety and risk-management.
2. Travelers must inform themselves about inherent risks related to travel and must take appropriate precautions to avoid unnecessary risks and dangers.
3. Travelers must review and use the following procedures in conjunction with this procedure:
 - a) [AC.2.13.1 Field Trips](#) (in the case of travelers accompanying students on field trips).
 - b) [AC2.13.2 Study Abroad](#) (in the case of travelers accompanying students on student abroad activities).
 - c) [AC.2.13.3 Study Canada](#) (in the case of travelers accompanying students on study Canada activities).
 - d) [HR.2.2 Professional Development](#) policy and its accompanying procedures (in instances where professional development funding is used for travel).
 - e) [FN.11.1.1 Expenses](#).
 - f) [FN.11.1.3 Hosting Expenses](#).

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- g) [FN.17.1.1 SAIT Vehicles and Rental Vehicles.](#)
 - h) [FN.17.1.2 Personal Vehicles.](#)
4. Travelers must follow the [guidelines](#) outlined on SAITNOW to ensure the safe use of SAIT technology and to protect sensitive SAIT data when traveling outside of Canada with SAIT-issued technology, such as laptops or mobile phones. This applies regardless of whether the travel is personal or for SAIT business and regardless of the destination's risk level. For more information, see section D.5.c) of this procedure.
 5. This procedure does not apply to students who are travelling in relation to SAIT field trips, Study Abroad and/or Study Canada activities. Student travel is governed by procedures [AC.2.13.1 Field Trips](#), [AC.2.13.2 Study Abroad](#) and [AC 2.13.3 Study Canada](#), as applicable.
 6. Travelers must conduct themselves at all times in accordance with SAIT's Code of Ethics.

PROCEDURE

A. Approval for Travel

1. Schools/departments must ensure written approval is in place for all travel prior to the traveler's departure and that all approved travel is related to SAIT business.
2. Schools/departments must establish and follow internal processes for requesting and approving employee travel and/or must adhere to divisional processes for travel pre-approvals where applicable, in accordance with Governing Principle 1 of this procedure. The following documented approvals are required for travel:
 - a) Travel within Alberta: approval from the traveler's direct supervisor/manager.
 - b) Domestic travel outside of Alberta: approval from the traveler's direct supervisor/manager and the school/department dean, director or associate vice president, or designate.
 - c) International travel (subject to procedure A.2.d): approval from the traveler's direct supervisor/manager, and the school/department dean, director or associate vice president, or designate; and

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- d) International travel to any country or region with a rating of “Avoid non-essential travel”: approval from the applicable vice president, as outlined in section D.2 of this procedure.
3. The documented approval for travel must include, at a minimum, the traveler’s destination(s), the Government of Canada’s risk level rating for the destination(s), the dates of departure, estimated travel costs and the business reason for travel.
4. Schools/departments must collect detailed travel information prior to the traveler’s departure including, but not limited to, destination(s), duration, flight itinerary and other relevant information (such as, for example, accommodation addresses, emergency contact numbers and the names of any accompanying SAIT employees), for risk management purposes.
5. International travelers must complete the mandatory pre-departure International Travel Training in PeopleNOW, following approval and prior to departure.

B. Amendments to Approved Travel

1. SAIT reserves the right to amend the originally approved travel dates and/or destinations. Amendment(s) to approved travel will be communicated to the traveler by their manager/direct supervisor. Departure on approved travel creates a binding obligation for travelers to comply with any such amendments. Failure to comply with the amendments deems the subsequent travel to be personal and no longer related to SAIT business.
2. Returning from any trip earlier than scheduled may also be initiated by the traveler should a situation arise that threatens the traveler’s personal safety or wellbeing while the traveler is en-route to or at the destination. In such situations, if the traveler is unable to consult with SAIT, travelers are authorized to take all reasonable measures they deem necessary to ensure their immediate safety and the safety of any accompanying SAIT employees and/or students (in accordance with procedure [AC.2.13.2 Study Abroad](#)). Refer to Schedule A, SAIT Travel Emergency Response Flowchart, an Associated Document to this procedure, and the emergency travel contacts listed on SAITNOW and to for more information.

C. Travel Arrangements

1. SAIT uses a central travel supplier for business travel booking services, including domestic and international flights, hotel bookings and rental car reservations. For more information on booking travel, see the SAITNOW [Business Travel](#) webpage.

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Note that all travel arrangements and related expenses must comply with procedure [FN.11.1.1 Expenses](#).

2. Air travel to international destinations (i.e.: any destination outside of Canada) must be booked through SAIT's central travel provider. Failure to use SAIT's central travel supplier for international flights may result in travel being canceled and/or not reimbursed by SAIT, in accordance with procedure [FN.11.1.1 Expenses](#).
3. Travelers are strongly encouraged to use SAIT's central travel supplier for arranging and booking all accommodations, rental vehicles and domestic airfare, whenever possible. This practice ensures that the information SAIT needs for risk management and emergency response processes is collected and accessible, enabling timely support, communication and assistance should an unexpected incident, emergency and/or disruption occur.
4. Travelers are responsible for ensuring the accuracy of information provided for reservations and bookings.
5. Accommodations may be booked either through SAIT's central travel provider or directly with the service provider. To ensure that employees are accommodated in lodging that adheres to consistent safety, security and quality standards, employees cannot book accommodation through shared services such as, but not limited to, VRBO and Airbnb, unless they obtain prior written approval for such arrangements at the time their travel is approved, as outlined in section A.2 of this procedure.
6. For trips requiring use of a rental vehicle, reservations may be made through SAIT's central travel supplier or directly with SAIT's approved rental agencies. For more information on approved rental agencies refer to the [driving/renting a vehicle frequently asked questions](#) on SAITNOW. Where reservations cannot be made through SAIT's approved rental agencies, contact SAIT's insurance management coordinator, Finance department. Travelers renting a vehicle for transportation must comply with procedure [FN.17.1.1 SAIT Vehicles and Rental Vehicles](#).
7. Travelers using a personal vehicle for transportation when travelling on SAIT business must comply with procedure [FN.17.1.2 Personal Vehicles](#). Note that SAIT employees must not transport students or external visitors within personal vehicles when travelling on SAIT business.
8. Travelers must ensure that they register their international travel with SAIT's contract travel health and security risk management provider, International SOS (ISOS). Before the traveler departs from Canada, they must complete the mandatory International Travel Training in PeopleNOW, including all required pre-departure steps communicated by ISOS.

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D. Country Risk Assessment

1. Prior to SAIT approving international travel, travelers must assess the country's risk and the region's risk based on the travel reports found on the Government of Canada's website: www.international.gc.ca. Note that the reports on the Government of Canada's website set out Canada's official risk level rating and contain up-to-date travel advisories or warnings related to the safety, security and health conditions of the intended destination.
2. Travel to any country or region with a rating of "Avoid non-essential travel" may be permitted only upon the traveler's acknowledgement of the Government of Canada's risk level rating of the destination and with prior written approval from the applicable vice president. Travel for study abroad activities to such countries or regions is not permitted, in accordance with procedure [AC.2.13.2 Study Abroad](#).
3. Travel to any country or region with a rating of "Avoid all travel" is not permitted.
4. Canadian government travel safety advisories are subject to change at any time. This means that pre-approved travel can be canceled up to the time of departure. Early termination of travel may be required if travel safety conditions worsen while the traveler is at their destination.
5. Prior to departure, travelers must:
 - a) Reassess the country's risk and the region's risk based on the travel reports found on the Government of Canada's website: www.international.gc.ca, as country/region ratings may have changed since the initial assessment was completed and the travel was approved. This must be done within two weeks prior to scheduled departure date;
 - b) Complete the mandatory pre-departure International Travel Training on PeopleNOW; and
 - c) Contact Information Technology Services (ITS) if they are traveling to a destination with a risk level rating other than "Take normal security precautions; Travelers must not take SAIT-issued laptops, tablets or smartphones that contain institutional or research data to those destinations. ITS will issue a loaner device, such as a phone, tablet or laptop for use when travelling. These loaner devices will have limited access to SAIT networks and services, and will contain no stored confidential or restricted data;

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- i) Travelers must notify ITS in advance of their trip to coordinate information security measures and device arrangements at its.support@sait.ca;
- ii) ITS will provide temporary or travel-specific devices configured with only the essential applications and services required for work;
- iii) Travelers must review and follow data handling and communication best practices while abroad, as outlined in procedure [AD.3.3.1 Data Governance](#).
- iv) Upon completion of their travel, travelers must report any suspicious activity or potential device compromise/tampering observed during their travel.
- v) Travelers must return all temporary travel devices to ITS immediately upon completion of their travel;
- vi) ITS may recommend, or require, that the traveler reset user accounts and credentials, including passwords, to prevent potential compromise or monitoring.

E. Emergency Situations

1. Emergency situations may include but are not limited to:
 - a) Accident or serious illness.
 - b) Civil unrest.
 - c) Medical hazard.
 - d) Natural disaster.
 - e) Any situation that feels threatening to the traveler.
2. When an emergency situation occurs during travel, travelers should first take whatever necessary and possible actions to ensure their safety. As soon as possible, international travelers must contact SAIT's contract travel health and security risk management provider, International SOS (ISOS) and advise their manager/direct supervisor of the emergency situation, as outlined in Schedule A, SAIT Travel Emergency Response Flowchart, an Associated Document to this procedure.
3. Depending on the nature of the circumstances, travelers may also need to contact one or more of the following:

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- a) SAIT's central travel supplier.
- b) SAIT's insurance provider (emergency medical).
- c) The nearest Canadian embassy or consulate.

F. Insurance – Emergency Medical Coverage

1. SAIT requires all travelers to have adequate out-of-country emergency medical coverage. Emergency medical travel Insurance is provided as follows:
 - a) For salaried employees: through SAIT's Extended Health Care benefits (EHC) provided by Manulife for travel up to 60 days.
 - b) For casual, hourly and/or adjunct instructors (or salaried employees without EHC): through Allianz Worldwide for travel up to 60 days.
 - c) For independent contractors travelling on SAIT business: through their own travel insurance. Note that independent contractors may be required to provide proof of that insurance.
 - d) For international travel in excess of 60 days, refer to Human Resources for additional information about emergency medical travel insurance.
2. Travelers should keep their travel insurance information, including plan number and contact details, with them at all times during their trip. Travelers must inform themselves, prior to their departure, about their insurance coverage for emergency medical expenses.
3. Coverage may be subject to certain conditions and limitations. Information on details of EHC coverage is available on [SAITNOW](#). If a traveler does not have EHC, contact Human Resources to apply for coverage. Refer to Schedule B International Travel Insurance Decision Tree to determine what coverage may be required.
4. Travelers must arrange and complete any mandatory medical tests, vaccinations and certificates pertinent to the intended destination.

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G. Travel Documents

1. Travelers should make a copy of all important travel documents (itinerary, confirmation of airline tickets, hotel details, etc.), which the traveler should keep separate from the originals.
2. Entry requirements vary from country to country. It is the traveler's responsibility to research the destination countries' Visa and/or or electronic travel authorization requirements and to have them in place prior to departure.
3. Travelers must ensure their passport is valid for a minimum of six months from the date of departure.

ASSOCIATED DOCUMENTS

- Schedule A [SAIT Travel Emergency Response Flowchart](#)
Schedule B [International Travel Insurance Decision Tree](#)

POLICY/PROCEDURE REFERENCE

- HS.1.7 [Travel policy](#)

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