

Section:	Health, Safety and Environment (HS)
Subject:	Health, Safety and Environment
Legislation:	
Effective:	November 30, 2004
Revision:	November 25, 2008; September 1, 2016 (reformatted); May 4, 2026

**APPROVED:**

---

**Chair, on Behalf of SAIT's Board of Governors**

## 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.

### POLICY/PROCEDURE REFERENCE

HS.1.7.1 [Travel Safety, Planning and Approval procedure](#)

*The official controlled version of this document is held in the Board of Governors Office.*