

TRAVEL PLANNING AND APPROVAL

Section: Human Resources (HR)
Subject: Compensation and Benefits

Legislation:
Effective: November 19, 2004
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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 travel** Travel to any destination, by any mode, outside of Canada.
- Travel** Any destination outside of a 50-kilometer radius of Calgary city limits.
- Traveler** Any SAIT employee or Board of Governors member who is on approved travel in relation to SAIT business.

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GOVERNING PRINCIPLES

1. School/department deans, directors 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.
2. Travelers are responsible for being informed about inherent risks related to travel and must take appropriate precautions to avoid unnecessary risks and dangers.
3. Travelers are responsible to 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) FN.11.1.1 Expenses.
 - d) FN.11.1.3 Hosting Expenses.
 - e) FN.17.1.1 SAIT Vehicles and Rental Vehicles.
 - f) FN.17.1.2 Personal Vehicles.

PROCEDURE

A. Approval for Travel – AP60

1. Schools/departments must approve all travel using the AP60 prior to the traveler's departure. Approval for travel using the AP60 is required to collect traveler information (destination, period of travel, etc.) for risk management purposes, provide information for schools/departments to manage travel budgets and ensure all approved travel is related to SAIT business. International travelers must complete the required pre-departure travel training prior to AP60 approval. The AP60 remains in the school/department. The following signing approvals are required on the AP60 for travel:
 - a) Travel in Alberta: approval from the traveler's direct supervisor/manager.

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- b) Travel outside of Alberta but within Canada: approval from the traveler's direct supervisor/manager and school/department dean, director or designate.
- c) Travel outside of Canada: approval from the traveler's direct supervisor/manager, school/department dean, director or designate and vice president.

B. Amendments to Approved Travel

1. SAIT reserves the right to amend the originally approved travel dates and/or destinations. 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 if a situation threatens the traveler's personal safety or wellbeing.

C. Travel Suppliers

1. SAIT uses a central travel supplier to provide all travel management services. This is required to ensure that information that SAIT needs for risk management and emergency response processes is collected and accessible. Travelers are required to use this central travel supplier for booking accommodation and airfare, and are responsible for ensuring the accuracy of information provided to the central travel supplier for reservations and bookings. Failure to use SAIT's central travel supplier will result in travel being canceled and/or not reimbursed by SAIT.
2. For trips requiring use of a rental vehicle, SAIT recommends bookings be made through SAIT's approved rental agencies. For information on approved rental agencies, see <https://saitnow.ca/everyday-at-sait/sait-business-travel/>. For bookings that must be made through a non-approved rental agency, contact the insurance coordinator. Refer to procedure FN.17.1.1 SAIT Vehicles and Rental Vehicles.
3. SAIT employee travel will be tracked and supported by SAIT's Emergency Response and Assistance Provider.

D. Country Risk Assessment

1. Prior to international travel being approved, travelers are responsible for:

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- a) Assessing the country's risk based on the travel reports found on the Foreign Affairs and International Trade Canada website: www.international.gc.ca, and through SAIT's Emergency Response and Assistance Provider. These reports are the Government of Canada's official advice and contain up-to-date travel advisories or warnings related to the safety, security and health conditions of the intended destination. Travel to any countries or regions with a rating of "Avoid all travel" is not permitted.
 - b) **Completing the mandatory pre-departure travel training on PeopleNow.**
2. Country conditions and ratings may change after the initial assessment is completed and approval is obtained. Reassessment prior to departure is also required.

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, travelers will contact SAIT's Emergency Response and Assistance Provider and advise their managers of the emergency situation. Please see Schedule A, SAIT Travel Emergency Response Flowchart, an Associated Document to this procedure, for an Emergency Response protocol. Depending on the circumstances, travelers may also need to contact one or more of the following:
 - a) SAIT's central travel supplier.
 - b) SAIT's insurance provider (emergency medical).
 - c) The nearest Canadian embassy or consulate.

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F. Insurance – Emergency Medical Coverage

1. SAIT requires all travelers to have adequate out-of-country emergency medical coverage. Travelers are responsible for informing themselves, prior to their departure, about their insurance coverage for emergency medical expenses. Coverage may be provided by the following:
 - a) Alberta Health Care Insurance Plan (AHCIP);
 - b) SAIT’s Extended Health Care benefits (EHC) (Please note that not all SAIT employees have EHC);
 - c) SAIT’s specialized out-of-country coverage, which may be required for travel for an extended period of time, other unusual travel circumstances or for employees not covered by EHC; or
 - d) SAIT’s Emergency Response and Assistance Provider.
2. Coverage may be subject to certain conditions and limitations, such as pre-existing medical conditions. Information on details of coverage provided by AHCIP and EHC is available on www.mysait.ca. If a traveler does not have EHC, the traveler must apply for specialized out-of-country coverage. Contact Employee Services at least two weeks prior to the departure date to ensure that required coverage can be obtained.

G. Medical Consultation

1. Travelers are responsible for consulting a physician to complete any mandatory medical tests, vaccinations and certificates for the intended destination.

H. 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 in a different bag from the originals.

I. SAIT’s Code of Ethics

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1. Travelers are required to conduct themselves at all times in accordance with Sait's Code of Ethics.

ASSOCIATED DOCUMENTS

Schedule A Sait Travel Emergency Response Flowchart

POLICY/PROCEDURE REFERENCE

HR.1.4 Travel policy

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PROCEDURE