

Section:	Human Resources (HR)
Subject:	Compensation and Benefits
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 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 employee or SAIT Board 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 and approval process 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) [FN.11.1.1 Expenses Overview](#);
 - b) [FN.11.1.2 Meals and Travel](#);
 - c) [FN.11.1.3 Hosting Expenses](#).

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. The AP60 remains in the school/department. The following outlines the required levels of signing approvals for travel:

- a) Travel In the Province

For travel in the province of Alberta, approval from the traveler's direct supervisor/manager is required on the AP60.

- b) Travel Outside the Province

For travel outside the province of Alberta, approval from the traveler's direct supervisor/manager and school/department dean, director or designate is required on the AP60.

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c) Travel Outside of Canada

For travel outside of Canada, approval from the traveler's direct supervisor/manager, school/department dean, director or designate and vice president is required on the AP60.

B. Employee Travel Registration Form – HR20

1. Travelers are responsible for completing the HR20 - Employee Travel Registration Form and submitting it to their school/department administrator prior to departure. Travelers are also responsible for advising their manager of all changes to any of the information provided on the HR20. For SAIT's risk management purposes, this information must be kept current and available at all times in the school/department.

C. 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.

D. Central Travel Supplier

1. SAIT uses a central travel supplier to provide all travel management services. Travelers are required to use these services for booking rental vehicles, accommodation and airfare. For travel by rental vehicle starting in Calgary, services are provided by a rental agency contracted by Facilities Management. Refer to procedure [FM.1.1.5 Operations of SAIT Vehicles](#).

E. Country Risk Assessment

1. Prior to international travel being approved, the traveler is responsible for assessing the country's risk based on the travel reports found on the Foreign Affairs and

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International Trade Canada website: www.international.gc.ca. 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.

2. Country conditions and ratings may change after the initial assessment is completed and approval is obtained. Reassessment prior to departure is also required.

F. Emergency Situations

1. Emergency situations may include but are not limited to:
 - a) Accident or serious illness.
 - b) Civil unrest.
 - c) Medical hazard.
 - d) 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 advise their managers of the emergency situation. Depending on the circumstances, the traveler 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.

G. 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);

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- b) SAIT's Extended Health Care benefits (EHC) (Please note: Not all SAIT employees have EHC); or
 - c) SAIT's specialized out-of-country coverage – this may be required for travel for an extended period of time, other unusual travel circumstances or for employees who are not covered by EHC.
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.

H. Medical Consultation

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

I. Travel Documents

- 1. Travelers should make two copies of all important travel documents (itinerary, confirmation of airline tickets, hotel details, etc.). One copy should be kept by the school/department and the second copy should be kept by the traveler, in a different bag from the originals.

J. SAIT's Code of Ethics

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

POLICY/PROCEDURE REFERENCE

HR.1.4 Travel policy

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