



Number 237

Effective Date 2020-02-24

Next Review Date 2027-02

INTERNATIONAL TRAVEL

Approval Authority	President
Responsible Executive	Provost and Vice-President, Academic/Chief Financial Officer and Vice-President, Administration
Related Policies / Legislation	Field Trips (56) Study Tours (59) Safe Student Learning Community (204) Student Academic Conduct (70)

- (b) An activity undertaken by an employee in relation to their employment at UFV, such as:
Organizing an activity that involves taking students or other employees with them;
Participating in a UFV organized and approved activity, such as a study tour; or
Acting as a formal UFV representative on a trip organized and approved by UFV.
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POLICY

UFV will take reasonable steps to support, promote, and enable safe experiences for its employees and students who undertake international travel for a UFV Activity.

Academic and administrative units and travellers share responsibility with UFV to assess, manage, and minimize the risk of international travel. All travellers have a responsibility to familiarize themselves with the risks of the specific activities and travel location; to make informed decisions concerning their participation; and to follow UFV policies, procedures, and requirements.

REGULATIONS

1. UFV will require the completion and evaluation of a risk assessment prior to approving a UFV Activity.
2. UFV reserves the right, in its sole discretion, to rescind approval for a UFV Activity in whole or in part.
3. All travellers undertaking a UFV activity will register with the UFV-identified international travel and risk management service/travel registry and with the Government of Canada's Registration of Canadians Abroad. The information contained in the travel registry will be used in the event of emergencies or issues of safety and security.
4. Students will attend a pre-departure briefing and sign appropriate documentation prior to departure.
5. Employees travelling on scholarly activities are strongly encouraged to complete a risk assessment and register with the UFV-identified international travel and risk management service and with the Government of Canada's Registration of Canadians Abroad but are not required to do so.
6. Regardless of travel warnings, it is the individual's responsibility to stay informed about risks and to take appropriate precautions.

The Provost and Vice President Academic and the Chief Financial Officer and Vice President, Administration or their designates are responsible to develop and publicize procedures for international travel. Procedures are maintained by UFV International and are available at [https://www.ufv.ca/media/assets/secretariat/policies/Procedures-International_Travel_Approval_\(Policy-237\).pdf](https://www.ufv.ca/media/assets/secretariat/policies/Procedures-International_Travel_Approval_(Policy-237).pdf)
