

**STUDENT TRAVEL POLICY**

|   |   |                          |                   |
|---|---|--------------------------|-------------------|
| <b>Policy Section &amp; Number:</b>   |   | <b>Effective Date:</b>   | October 2023      |
| <b>Policy Owner:</b>  | Vice President, Academic & Student Experience                     | <b>Last Revised:</b>     | New               |
| <b>Policy Administrator:</b>  | Dean, School of Business, University Studies & Academic Upgrading | <b>Review Scheduled:</b> | Every three years |
| <b>Approver:</b>  | Executive Committee / Academic Council                            |                          |                   |
| <i>The official controlled version of this document is held in the Board of Governors: Legislative Compliance Office.</i> |   |                          |                   |

**A. POLICY STATEMENT**

Keyano College is committed to providing students with safe curricular and non-curricular experiences to support student development and gain experiences that cannot be facilitated in a regular teaching or classroom environment.

**1. Guiding Principles**

- 1.1 All student travel will be directed to the Chair or Manager of the Department and may require approval from the relevant Dean, Director, or Vice President before the travel activity starts.
- 1.2 Unsanctioned travel may not have insurance through the College.
- 1.3 Only Keyano employees, faculty, approved volunteers, therapists, coaching staff, and registered students can participate in Keyano College approved travel.
- 1.4 The safety of Keyano College travellers is of the utmost importance to the College. Should travel conditions change, a decision by a supervisory member of the travellers must be made to return travellers to safety.
- 1.5 Only eligible travel expenses are reimbursable per the College Travel and Vehicle Use Policies. Reimbursement is not possible for any expenses deemed as personal expenditures.

- 1.6 Students and employees will act as ambassadors of the College. Travellers will continue to conduct themselves consistently with on-campus standards and be subject to all College policies and disciplinary actions.
- 1.7 College representatives who act in a supervisory capacity during travel have the authority to cancel travel and travellers' participation at any time during the travel at their discretion.
- 1.8 Travel may require consent and participation waiver forms to promote a safe travelling experience. In the case of non-consent, participation in the travel activity may be refused.
- 1.9 Policy exceptions are only allowed upon approval of the Vice President, Academic and Student Experience.
- 1.10 The College does not provide insurance when personal vehicles are used for travel and it is the responsibility of the individuals travel in personal vehicles' responsibility to obtain adequate insurance coverage.
- 1.11 Travellers are responsible for submitting the required information to allow travel within a reasonable time period before travel takes place.

## B. DEFINITIONS

- (1) **External Agency:** means any group or business that is not part of the College.
- (2) **Travel:** means domestic and international travel related to activities approved by the College as sanctioned and undertaken by staff or students that do not qualify as travel to a College, College rented, or College course and work integrated learning locations.
- (3) **Traveller:** means Keyano employees, approved volunteers, therapists, travel-specific service providers, coaching staff, and registered students.
- (4) **Supervisory Capacity:** means the trip leader, senior ranking employee or designated individual responsible for organizing and confirming policy and procedure compliance of the travel.
- (5) **College rented:** means a facility rented by the College for a curricular or non-curricular activities.

- (6) **Designated authority:** means a dean, director, or member of the executive.
- (7) **Reasonable Time** is dependent on the type of travel and funding source and is no less than 5 business days.

## C. RELATED POLICIES

- College Travel Policy
- Non-Academic Misconduct Policy
- Student Complaint Policy
- 2.9.1 Academic Leave for Students Participating in College-Sponsored Activities
- Gender Based and Sexual Violence Policy
- 402 Fleet Management and Vehicle Use Policy

## D. RELATED LEGISLATION

- Alberta Freedom of Information and Protection of Privacy Act (FOIP)

## E. RELATED DOCUMENTS

- Government of Alberta Expenses Policy ([Travel, meal and hospitality expenses policy](#))

## F. REVISION HISTORY

| Date (mm/dd/yyyy) | Description of Change | Sections | Person who Entered Revision (Position Title)                        | Person who Authorized Revision (Position Title) |
|-------------------|-----------------------|----------|---|---|
|                   | New Policy            | A – F    | Dean, School of Business, University Studies and Academic Upgrading | Vice President, Academic & Student Experience   |
|                   |                       |          |   |   |