

POLICY ON TRAVEL OUTSIDE OF QUEBEC

Effective Date: March 16, 2010

Originating Office: Office of the
Vice-President, Services and Sustainability

Supersedes /Amends: n/a

Policy Number: VPSS-53

PREAMBLE

This Policy has been developed in order to encourage and support the safety of faculty, staff and students while travelling outside of Quebec and to ensure that Concordia University is kept apprised of the whereabouts of individuals travelling. The University acknowledges that, due to the potential for academic and professional benefit and program enrichment, faculty, staff and students may decide to study, conduct and/or present research, participate in conferences, meetings or activities that may necessitate travel outside of Quebec.

SCOPE

This Policy applies to all faculty and staff members who leave Quebec for a period longer than twenty-four (24) hours in order to participate in an academic, research or professional activity which is related to their employment.

This Policy also applies to students who leave Quebec for a period longer than twenty-four (24) hours in order to participate in an academic, research or professional activity which is related to their program of study and/or employment and who receive endorsement, direct financial contribution or in-kind contribution (e.g. training for a case competition from a faculty member) from the University.

This Policy also applies to faculty, staff and students who leave Quebec for a period longer than twenty-four (24) hours in order to participate in a non-academic activity that may be student and/or University-organized, with a view to promoting or furthering the goals, purposes or any of the missions of the University (e.g. a volunteer outreach program organized by a student group and/or a Department of the University) or a student activity organized in whole or in part by a Department of the University.

This Policy excludes student athletes traveling for University sporting events, any individuals travelling on holidays as well as friends and/or family members who may be accompanying University faculty, staff or students while travelling outside of Quebec.

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PURPOSE

This Policy requires faculty, staff and students who travel outside of Quebec to follow guidelines and to provide the University with certain information to assist in its support of such travel. Examples of activities covered in this Policy include, but are not limited to:

- field studies
- field trips
- field research and/or practical work
- conference/festival attendance
- internships
- exchange programs
- thesis/dissertation research
- co-operative education work term(s)
- volunteer outreach travel organized by a student group and/or the University.

POLICY

1. Faculty, staff and students travelling outside of Quebec for purposes outlined in this Policy (“Travelers”) are required to provide basic information to a central travel registry (the “Travel Registry”) prior to departure and to promptly update this information in the event of changes. The Travel Registry shall be maintained by the University and is accessible through the [MyConcordia Portal](#). The information in the Travel Registry shall be used solely to provide the University with a record of persons outside of Quebec at any time to facilitate prompt response and support in the event of emergencies or issues of safety and security. Required data will include:
 - Personal information
 - Dates of travel, itinerary, and coordinates of accommodation(s) while outside of Quebec
 - Emergency contacts at home and abroad
2. It is expected that all Travelers travelling outside of Canada will:
 - consult the appropriate travel reports issued by the [Department of Foreign Affairs and International Trade Canada](#) (“DFAIT”) as well as information regarding local

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- customs, expectations of visitors and behavioral guidelines for the country/province in which they will be living or visiting while travelling; and
- will register with DFAIT through the [Registration of Canadians Abroad program](#). Travelers who are not eligible for registration with DFAIT (i.e. non-Canadians), should register with their national Embassy or High Commission in the country or countries to which they will be traveling.
3. Travelers have the responsibility of familiarizing themselves with the risks of the specific activities and sites of travel, and for making informed decisions concerning their participation.
 4. The University may, but is under no obligation to, conduct a risk assessment in cases where travel is being planned to any country that contains a travel warning as per [DFAIT](#). In the event that travel is discouraged or prohibited to the planned country, the University may identify appropriate action to be taken by the Traveler and/or relevant University units.
 5. All students traveling for academic purposes, or as representatives of the University on University business, or who travel further to the endorsement, direct financial contribution or in-kind contribution from the University, or as participants in a non-academic activity with a view to promoting or furthering the goals, purposes or any of the missions of the University, or as participants in an activity organized in whole or in part by a Department of the University must read and agree to the *Waiver for Concordia University Student Travel* available through the Travel Registry accessible through the [MyConcordia Portal](#).
 6. It is the responsibility of the Traveler to ensure that he/she has adequate health and accident insurance coverage for the duration of his/her travel.
 7. If the Traveler will be seeking an expense reimbursement from the University, he/she shall follow the terms of the *Policy for Travel and Other Allowable Expenses* ([CFO-3](#)).
 8. The University may be unable to provide assistance and support to individuals who are travelling who have not met the requirements of this Policy.

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9. Emergency situations will be handled in accordance with the *Emergency Management Policy* ([VPSS-50](#)) and any other applicable policies or procedures.
10. The Vice-President, Services and Sustainability shall be responsible for the implementation and application of this Policy.