

Travel - Risk and Security

Procedure No:	7140 PR-1
Version:	1
Category:	Safety, Security, and Emergency Management
Approval Body:	Board of Governors
Executive Sponsor:	Vice President People, Culture, & Inclusion
Department Responsible:	Safety, Security, and Emergency Management
Approval Date:	02 OCT 2024

Objectives

This Procedure outlines the procedures for achieving the purposes of BCIT Policy 7140, Travel – Risk and Security (the “Policy”). The terms used in this Procedure are defined in the Policy.

Who This Procedure Applies To

BCIT employees and students who travel while on BCIT business, while participating in an off-campus activity, or when otherwise representing the Institute.

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Procedural Duties and Responsibilities

Request for Approval for BCIT-Related Travel

1. Employees and students who participate in BCIT-related travel outside British Columbia, or to a location in British Columbia that is not a regulated workplace, must seek and obtain prior approval for such travel, in accordance with the Policy and this Procedure.
 - a. An employee must complete a Chrome River Pre-Approval Request form and submit it to their responsible administrator.
 - b. A student must complete a Request for Authority to Travel (FIN-23) form and submit it to their responsible administrator.

2. If the proposed travel is to a location outside Canada, the completed travel request form must be accompanied by proof that appropriate travel insurance is in place.

Review and Approval by Responsible Administrator

3. The responsible administrator or delegate will review the completed travel request form, and ensure the request complies with BCIT Policy 2005, Travel and Professional Development Expense Reimbursement, and Procedure 2005-PR1.
4. If the proposed travel is approved by the responsible administrator, and they determine travel is to a location in British Columbia not presenting a material risk to the health or safety of the employee or student, they will sign the travel request form and forward it to Financial Services.
5. If the proposed travel is to a location outside British Columbia or a location in British Columbia that is not a regulated workplace that may present a material risk to the health or safety of the employee or student, the responsible administrator must do the following:
 - a. identify any risks that may be associated with the proposed travel;
 - b. if risks are identified, provide recommendations for a pre-departure travel plan that seeks to eliminate, minimize, or otherwise manage such risks;
 - c. if the proposed travel is to a location outside Canada, ensure the student or employee has appropriate travel insurance for such travel; and,
 - d. if the proposed travel is approved by the responsible administrator or delegate, sign the travel request form and forward it to the Senior Director for review.

Review and Approval by Senior Director SSEM

6. If proposed travel by an employee or student is to a location outside British Columbia or a location in British Columbia that is not a regulated workplace that may present a material risk to the health or safety of the employee or student, it must first be approved by the Senior Director.
7. Upon receipt of the completed travel request form signed by the responsible administrator, the Senior Director will do the following:
 - a. conduct a risk assessment;
 - b. if risks are identified, work with the responsible administrator to ensure an appropriate pre-departure travel plan is in place that seeks to eliminate, minimize, or otherwise manage such risks;
 - c. if the proposed travel is to a location outside Canada, confirm that the student or employee has appropriate travel insurance; and,
 - d. if approving the proposed travel, the Senior Director will sign the travel request form and forward it to Financial Services.

Monitoring and Amending Approved Travel Plans

8. While an employee or student is on BCIT-related travel:

- a. the employee or student must promptly inform their responsible administrator of any changes to their travel arrangements, or other factors that could affect their approved travel plan;
- b. the responsible administrator or delegate must remain in contact with the employee or the student, and monitor any changes to their travel arrangements, or other factors that could affect their approved travel plan;
- c. if the responsible administrator or delegate identifies factors or changing circumstances that could affect the security, health, or safety of the employee or student, they must immediately notify the Senior Director;
- d. the Senior Director:
 - i. will monitor factors or circumstances that may affect the security, health, or safety of an employee or student while on BCIT-related travel;
 - ii. may amend the approved travel plan as they consider necessary or advisable to eliminate, mitigate, or otherwise manage risks; and,
 - iii. may require the employee or student to return from the BCIT-related travel, if they consider it necessary or advisable because of a risk to security, health, or safety.

Incidents Occurring During BCIT-Related Travel

9. If an incident occurs while an employee or student is on BCIT-related travel:
 - a. the employee or student must promptly notify their responsible administrator or the Senior Director;
 - b. if the responsible administrator is first to be notified, they must promptly notify the Senior Director;
 - c. the Senior Director, as they consider necessary or advisable in the circumstances:
 - i. will evaluate and monitor the impact of the incident on the security, health, or safety of the employee or student;
 - ii. will coordinate assistance and support for the employee or student;
 - iii. may amend the approved travel plan to eliminate, mitigate, or otherwise manage risks or other factors arising from the incident; and,
 - iv. may require the employee or student to return from the BCIT-related travel because of a continuing risk.

Training and Information

10. The Senior Director is responsible for providing or facilitating training and information for employees or students who participate in BCIT-related travel.

Forms Associated with This Procedure

Chrome River Pre-Approval Request
Request for Authority to Travel, FIN-23

Amendment History

Created: 02 October 2024 [version 1] In force

Scheduled Review Date

02 October 2029; or sooner if there are changes to the applicable regulatory framework or to relevant operational circumstances.