



Travel – Risk and Security

Policy No.:	7140
Category:	Safety, Security and Emergency Management
Approving Body:	Leadership Team
Executive Division:	Human Resources
Department Responsible:	Safety, Security and Emergency Management
Role Responsible:	Director, Safety, Security and Emergency Management
Current Approved Date:	2014 Oct 02

Policy Statement

The British Columbia Institute of Technology is dedicated to promoting a safe, secure, and healthy working and learning environment for employees and students while representing the Institute on travel. Therefore, the Institute:

- Takes appropriate precautions to minimize the risk to the safety and security of all employees and students while representing the Institute on travel
- Conducts a risk assessment on destination countries
- Monitors the well-being of employees and students on travel status
- Requires reviews of travel plans by the Safety, Security and Emergency Management Department before allowing travel

Purpose of Policy

The purpose of this policy is to set the Institute's conditions under which employees and students may be permitted to travel when conducting Institute business or when otherwise representing the Institute.

Application of this Policy

This policy applies to all BCIT employees and students who travel while conducting BCIT business or when otherwise representing the Institute.

Related Documents and Legislation

Policy 2005, Travel
Procedure 2005-PR1, Travel Arrangements and Expense Claim

Definitions

None

Other Information

None

Duties and Responsibilities

1. Employees and Students

1.1. Employees – All Travel

A Request for Authority to Travel form is required by the Safety, Security and Emergency Management Department.

Employees are responsible for the following:

- Obtaining and completing a Request for Authority to Travel form
- Obtaining the approval and signature of their manager

The department or school forwards the completed and signed Request for Authority to Travel form to the Director of Safety, Security and Emergency Management, for notification and approval.

The Department of Safety, Security and Emergency Management will conduct a risk assessment; then, if the requested travel is approved, issue an international SOS card to the employee travelling outside of North America. SSEM then forwards the completed and approved Request for Authority to Travel forms to Financial Services.

1.2. Students – All Travel

A Request for Authority to Travel form is required by the Safety, Security and Emergency Management Department.

Students are responsible for the following:

- Obtaining and completing a Request for Authority to Travel form
- Obtaining the approval and signature of their associate dean

The department or school forwards the completed and signed Request for Authority to Travel form to the Director of Safety, Security and Emergency Management for notification and approval.

The Department of Safety, Security and Emergency Management will conduct a risk assessment; if travel is approved SSEM then forwards the completed and approved Request for Authority to Travel form to Financial Services.

2. Departments and Schools

Departments and schools are responsible for the following:

- Knowing the intended location and travel duration of their employees and students
- Ensuring managers review all requests for travel
- Submitting completed and signed Request for Authority to Travel forms to the Director of Safety, Security and Emergency Management

3. Director of Safety, Security and Emergency Management

The Director of Safety, Security and Emergency Management is responsible for the following:

- Reviewing requests for authority to travel outside of Metro Vancouver
- Conducting a risk assessment upon receipt of a Request for Authority to Travel
- Recommending approval based on a risk assessment
- Providing a training program for employees or students representing the Institute while travelling outside of Metro Vancouver
- Maintaining the travel status of employees and students

Duties and Responsibilities

- Managing a travel locator Internet application
- Restricting travel to countries that become high-risk for safety, security, or global health conditions
- Forwarding all completed, authorized Request for Authority to Travel forms to Financial Services

Procedures Associated With This Policy

None

Forms Associated With This Policy

Request for Authority to Travel, FIN-23 (PDF)

Special Situations

None

Amendment History

1. Created	2003 Jul 02
2. Revision 1	2004 Sep 28
3. Revision 2	2005 Jan 25
4. Revision 3	2005 Sep 26
5. Revision 4	2009 Mar 23
6. Revision 5	2010 Aug 06
7. Revision 6	2012 Mar 30
8. Revision 7	2014 Oct 02

Scheduled Review Date

2019 Oct 02