



Policies and Procedures for International Travel (Employees)

This policy applies to NSCC employees who are required to travel outside of Canada for business/educational opportunities or to participate in international learning programs (as a leader or participant). These employees are required to understand and adhere to the requirements of the *Policies and Procedures for International Travel and the Travel Expense Reimbursement Policy*.

For clarity, this policy is divided into two sections:

Section 1: for employees participating in international projects and education (e.g. inception missions, project work, Leave for Change).

Section 2: for employees participating in international learning programs (as an organizer/leader or as a participant). International learning programs include: all NSCC-approved courses, credit or non-credit, student exchange programs, study abroad courses, term abroad programs, clinical placements, field studies, research projects, study tours, work placements, etc. involving travel outside Canada as well as internship and cooperative programs located in another country that have been organized by and or contracted with, the College.

Section 1: Employees participating in international projects and education opportunities

All NSCC-approved international projects/education opportunities must, at a minimum, incorporate the following measures to protect the well-being of employees, manage risks, and support a conducive learning environment:

1. NSCC International Registry

All students, faculty, staff and volunteers traveling abroad as part of a NSCC-approved international learning program are required to provide basic information to a central database to be maintained by NSCC International. The information shall be kept strictly confidential and used to provide NSCC with a record of persons abroad at any point in time to facilitate prompt response and support in the event of emergencies or issues of safety and security. Data will include:

- Personal information including copy of passport.
- Critical medical conditions and medication (please see form in Annex 3)
- Activity information including sponsoring department and staff coordinator.
- Dates of travel, itinerary, and copies of all tickets.
- Emergency contacts (please see form in Annex 3)

Employees will register themselves with Foreign Affairs Canada through the Registration of Canadians Abroad website <https://travel.gc.ca/travelling/registration>

Employees who are not eligible for registration with Foreign Affairs Canada (e.g. non-Canadians) will register with their national Embassy or High Commission in the country or countries to which they will be traveling.

2. Risk Assessment

Activities shall not be conducted in locations where Foreign Affairs Canada has issued an advisory warning against non-essential or all travel. Up to date country reports and travel warnings can be found on the Foreign Affairs Canada website: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

In the event that Foreign Affairs Canada issues a travel warning for a location where an activity is in progress, the warning will be reviewed by the Dean, Principal and Academic Chair in consultation with the Director, NSCC International to determine appropriate response and action.

Each employee involved in an international activity has the responsibility to familiarize themselves with the risks of the specific activities and countries of travel, and to make informed decisions concerning their participation. Please contact NSCC international for assistance and advice.

3. Pre-departure orientation

It is recommended that every employee contact NSCC International to arrange a pre-departure orientation session prior to departure. This session will cover topics including but not limited to:

- Representing NSCC, the purpose of the activity, and the employee's role;
- Country information;
- Country appropriate health and safety information;
- Travel tips;
- Cross cultural communication;
- Culture shock; and
- Risk and responsibility.

4. Post-activity session

It is recommended that every employee attend a post-activity session upon their return to Canada which will cover topics including but not limited to:

- De-briefing, re-entry to Canada;
- Individual learning;
- Recommendations and review of next steps;
- Suggestions for future activities

5. Travel Documentation

Each employee must ensure that they have the necessary travel documentation, including passports, visas and permits required for travel and planned activities in the destination country. Please contact NSCC International for assistance and advice.

6. Ticketing

It is recommended that tickets are purchased through a certified travel agent.

7. Insurance

The purchase of additional travel and health insurance is mandatory under the International Travel Policy; therefore, all NSCC employees are required to purchase out-of-country travel and health insurance through Guard.Me (<http://www.guard.me/nsc>). This additional expense should be submitted as part of a travel claim with proof of purchase. Please contact Lynn MacEachern in Human Resources (lynn.maceachern@nsc.ca, 902-491-6749) for instructions on how to apply for insurance coverage.

NSCC employees are responsible to ensure that they have valid medical insurance coverage throughout the duration of any College affiliated business travel. Staff travelling outside Canada or the United States should contact their Human Resources Consultant in order to ensure that all benefits are maintained during the duration of the trip. Failure to do so could result in lack of coverage while out of country.

Travel and cancellation insurance must be purchased for all NSCC international travel. This additional expense should be submitted as part of a travel claim with proof of purchase.

8. International Travel Clinic

It is strongly recommended that all employees travelling outside Canada consult with health professionals through a recognized International Travel Clinic. A list of international travel clinics in Nova Scotia is in Annex 2.

9. Terms of Reference

Employees are required to review and sign a Terms of Reference document prepared in cooperation with NSCC International that outlines:

- The employee's roles and duties including the type of report required upon program completion,
- Expectations of NSCC for the employee, and
- Responsibilities of NSCC as they pertain to this activity. This document will also be reviewed and signed by the appropriate Dean and Director, NSCC International.

10. Financial Reports

Upon completion of international travel, employees must submit an expense claim to the funding department or unit. Please consult the *Travel Expense Reimbursement Policy* for detailed instructions.

11. Authority

The President, Vice-Presidents, Deans, Principals, Academic Chairs, and Director, NSCC International have the authority to disallow employee participation in an international learning program if the requirements of this policy have not been met.

Please see Annex 1 for a detailed checklist summarizing all pre-departure tasks.

Section 2: International learning programs

All College-approved international learning programs must, at a minimum, incorporate the following measures to protect the well-being of employees, manage risks, and support a conducive learning environment:

1. NSCC International registry

All students, faculty, staff and volunteers traveling abroad as part of a NSCC-approved international learning program are required to provide basic information to a central database to be maintained by NSCC International. The information shall be kept strictly confidential and used to provide NSCC with a record of persons abroad at any point in time to facilitate prompt response and support in the event of emergencies or issues of safety and security. Data will include:

- Personal information including copy of passport.
- Critical medical conditions and medication (*please see form in Annex 3*).
- Program information including sponsoring department and staff coordinator.
- Dates of travel, itinerary, and copies of all tickets.
- Emergency contacts (*please see form in Annex 3*).

Employees will register themselves with Foreign Affairs Canada through the Registration of Canadians Abroad website: <https://travel.gc.ca/travelling/registration>

Employees who are not eligible for registration with Foreign Affairs Canada (e.g. non-Canadians) will register with their national Embassy or High Commission in the country or countries to which they will be traveling.

Activities shall not be conducted in locations where Foreign Affairs Canada has issued an advisory warning against non-essential or all travel. Up to date country reports and travel warnings can be found on the Foreign Affairs Canada website: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

In the event that Foreign Affairs Canada issues a travel warning for a location where an activity is in progress, the warning will be reviewed by the Dean, Principal and Academic Chair in consultation with the Director, NSCC International to determine appropriate response and action.

2. Site selection

Program organizers shall give careful consideration to risk when selecting sites for international learning programs. Deans, Principals, Academic Chairs and NSCC International staff are required to approve and monitor program locations based on available risk information, such as Country Travel Reports and Warnings provided by Foreign Affairs Canada

At a minimum, activities shall not be conducted in locations where Foreign Affairs Canada has issued an advisory warning against *non-essential* or *all* travel.

3. Risk Assessment

Activities shall not be conducted in locations where Foreign Affairs Canada has issued an advisory warning against *non-essential* or *all* travel. Up to date country reports and travel warnings can be found on the Foreign Affairs Canada website: http://www.voyage.gc.ca/countries_pays/menu-eng.asp

In the event that Foreign Affairs Canada issues a travel warning for a location where an activity is in progress, the warning will be reviewed by the Dean, Principal and Academic Chair in consultation with the Director, NSCC International to determine appropriate response and action.

Each employee involved in an international activity has the responsibility to familiarize themselves with the risks of the specific activities and countries of travel, and to make informed decisions concerning their participation. Please contact NSCC international for assistance and advice.

All international learning program organizers will work with NSCC International to prepare emergency and contingency plans and a risk assessment to identify risks and precautions that will be taken to mitigate the risks associated with the program.

4. Mandatory Pre-departure orientation

Each participant in an international learning program is required to participate in an online pre-departure course and attend a pre-departure conference prior to departure. *Employees organizing and leading international learning programs must participate in these activities with their students.* The pre-departure orientation will cover topics including but not limited to:

- Representing NSCC, the purpose of the activity, and the individual's role;
- Country information;
- Country appropriate health and safety information;
- Travel tips;
- Cross cultural communication;
- Culture shock; and
- Risk and responsibility.

5. Mandatory post-activity session

Each participant in an international learning program is required to attend a post-activity session upon their return to Canada. *Employees organizing and leading international learning programs must attend this session with their students.* The session will cover topics including but not limited to:

- Debriefing and re-entry to Canada;
- Individual learning;
- Program assessment and course evaluations; and
- Suggestions for future programs.

6. Travel Documentation

Each employee must ensure that they have the necessary travel documentation, including passports, visas and permits required for travel and planned activities in the destination country. Please contact NSCC International for assistance and advice.

7. Ticketing

It is recommended that tickets are purchased through a certified travel agent.

8. Insurance

The purchase of additional travel and health insurance is mandatory under the International Travel Policy; therefore, all NSCC employees are required to purchase out-of-country travel and health insurance through Guard.Me (www.guard.me/nsc). This additional expense should be submitted as part of a travel claim with proof of purchase. *Please contact Lynn MacEachern in Employee Services (<mailto:lynn.maceachern@nsc.ca>, 902-491-6749) for instructions on how to apply for insurance coverage.*

NSCC employees are responsible to ensure that they have valid medical insurance coverage throughout the duration of any College affiliated business travel. Staff travelling outside Canada or the United States should contact their Human Resources Consultant in order to ensure that all benefits are maintained during the duration of the trip. Failure to do so could result in lack of coverage while out of country.

Travel and cancellation insurance must be purchased for all NSCC international travel. This additional expense should be submitted as part of a travel claim with proof of purchase.

9. International Travel Clinic

It is strongly recommended that all employees travelling outside Canada consult with health professionals through a recognized International Travel Clinic. *A list of international travel clinics in Nova Scotia is in Annex 2.*

10. Terms of Reference

Employees participating in an international learning program and activities coordinated by NSCC International are required to review and sign a Terms of Reference document prepared in cooperation with NSCC International that outlines:

- The employee's roles and duties including the type of report required upon program completion,
- Expectations of NSCC for the employee, and
- Responsibilities of NSCC as they pertain to this activity. This document will also be reviewed and signed by the project manager.

11. Financial Reports

Upon completion of international travel, employees must submit an expense claim to the funding department or unit. Please consult the *Travel Expense Reimbursement Policy* for detailed instructions.

12. Authority

The President, Vice-Presidents, Deans, Principals, Academic Chairs, and Director, NSCC International have the authority to disallow employee participation in an international learning program if the requirements of this policy have not been met.

Please see Annex 1 for a detailed checklist summarizing all pre-departure tasks.

For more information, questions or clarification, please contact:

Manager, International Learning Programs (Outbound)

NSCC International

1-902-491-3387 or international@nsc.ca

nsc**cc**

International

TRAVEL CHECK LIST:

1. **PASSPORT** – Ensure you have a valid passport which does not expire until at least 6 months after your return. Please send a copy of your passport to NSCC International to keep on file until your return. Also carry a copy of your passport at all times during your trip.
2. **TRAVEL HEALTH CLINIC** – Find the nearest international travel health clinic from the attached list (Annex 2) and make an appointment to receive any required immunizations and health and safety information about your particular destination. For more information go to: <http://www.phac-aspc.gc.ca/index-eng.php>
3. **EMERGENCY CONTACT FORM** – Please fill out the attached Emergency Contact Form (Annex 3) and return to NSCC International to keep on file. Also make a copy for your supervisor.
4. **TRAVEL HEALTH INSURANCE** – When you have your travel dates confirmed, please contact Lynn MacEachern in Employee Services (<mailto:lynn.maceachern@nsc.ca> or 902-491-6749) for instructions on how to apply for your mandatory travel and health insurance through Guard.Me (guard.me/nsc).
5. **ITINERARY** – Make a copy of your itinerary and send to NSCC International to keep on file. Also send a copy to your supervisor and one for your emergency contact here at home.
*Cancellation insurance on your airfare is recommended.
6. **CONTACT HUMAN RESOURCES** - NSCC employees who are required to travel outside of Canada and US for business/educational opportunities or to participate in international learning programs (as a leader or participant) are encouraged to contact their Human Resources Consultant, well in advance of their departure date to allow the Human Resources Consultant to notify the insurance carrier(s) of the name of employee, date, duration, and destination to ensure life insurance coverage is in place and confirmed with insurance carrier prior to departure.
7. **VISA** – Find out if your destination country required an entry visa. If so, give yourself enough time to have an application, a money order, your passport and a photo sent to the appropriate embassy or consulate in Canada (can take 10 + business days). Check out Visa requirements on the Canadian Foreign Affairs website (http://www.voyage.gc.ca/preparation_information/visas-eng.asp)
8. **REGISTRATION OF CANADIANS ABROAD** – NSCC requires registration with ROCA before traveling abroad. This service is provided by the Department of Foreign Affairs and International Trade so that they can contact and assist you in an emergency in a foreign country, such as a natural disaster or civil unrest, or inform you of a family emergency at home. To register go to: <https://travel.gc.ca/travelling/registration>

NSCC will pay for all costs related to each of the items above. Please submit proof of purchase with your travel claim.

NSCC International is here to answer your questions. Feel free to contact us.
1-902-491-3387 or international@nsc.ca

International Travel Health Clinics – Nova Scotia

Clinic	Address	City	Postal Code	Telephone
Antigonish International Travel Clinic 	Mediplex Building 40 Church Street	Antigonish, NS	B2G 2C7	(902) 863-4558 ext. 1
Atlantic Offshore Medical Services	Quaker Landing 33 Ochterloney Street, Suite 220	Dartmouth, NS	B2Y 4P5	(902) 469-2667
International Travel Clinic Public Health Services	7 Mellor Avenue, Suite 5	Dartmouth, NS	B3B 0E8	(902) 481-5900
Gladstone Professional Centre Dr. Lorne Marsh	6155 North Street	Halifax, NS	B3K 5R3	(902) 453-3511
Lifemark Sport Medicine and Health Clinic 	182 - 26 Thomas Raddall Drive	Halifax, NS	B3S 0E2	(902) 404-8030
Lifemark Travel Health Clinic 	5991 Spring Garden Road, Suite 440	Halifax, NS	B3H 1Y6	(902) 420-4862
Napier Travel Health	Mulrone Building 6454 Quinpool Road, Suite 103	Halifax, NS	B3L 1A9	(902) 423-2455
Praxes Emergency Specialists 	6030 Almon Street	Halifax, NS	B3K 1T8	(902) 420-9725
Sobeys Pharmacy #881 	6960 Mumford Road	Halifax, NS	B3L 4P1	(902) 454-7416
The Travel Doctor 	2751 Gladstone Street, Suite 120	Halifax, NS	B3K 4W6	(902) 497-8535
Timbuktu Travel Medicine – Dr. David Botten Dalhousie University Health Service 	6230 Coburg Road	Halifax, NS	B3H 4J5	(902) 494-2171
VON Pre-Travel Clinic Annapolis Valley	46 Chipman Drive RR #1	Kentville, NS	B4N 3V7	(902) 681-2359
VON Pre-Travel Clinic Cape Breton Metro	380 Kings Road, Moxham Center, Suite 5	Sydney, NS	B1S 1A8	(902) 564-6479
VON Tri County Pre-Travel Clinic 	55 Starrs Road	Yarmouth, NS	B5A 2T2	(902) 742-4512

Emergency Contact Form

Your Name: _____

Address: _____

Phone: _____

E-mail: _____

Emergency Contacts:

Name: _____

Relationship: _____

Address: _____

Phone: _____

E-mail: _____

Name: _____

Relationship: _____

Address: _____

Phone: _____

E-mail: _____

Brief medical history:

Information you provide will not be used to assess your eligibility for participation in this program. List any health concerns of which we should be aware, such as drug or food allergies or concerns, major or chronic illnesses, mental or physical conditions or other medical problems for which you require ongoing medical treatment. The above information is collected to ensure your personal safety and will be kept confidential for the duration of the activity (records will be destroyed after your return to Canada). Attach separate sheet if necessary and note here.

