# Form 6 – Single Student Travel Description & Approval (Policy 4000-5-11)

## Trip Details

This form must be completed and submitted by an individual student when seeking – and in order to receive – approval for the individual student to undertake international travel for a college-related activity. This form must be completed appropriately and submitted to the dean when seeking each level of approval for international group travel.

|  |  |
| --- | --- |
| Traveller’s Name: |  |
| Trip: |  |
| Travel Period: |  |

International Travel Policy: The College administrator approving international travel by a group of students must consider and ensure that the purpose of the trip is justifiable and consistent with College purposes and goals, College policies, intended learning outcomes, intended student experience and growth, etc.

### Purpose of the Trip

|  |  |  |
| --- | --- | --- |
| Items | Description of items including means of assessment provided by trip leader | Administration Approval |
| Purpose of the Trip |  |  |
| College goals addressed by the trip |  |  |
| Program learning outcomes addressed by the trip |  |  |
| Intended student experience and growth |  |  |

### Trip Leader Statement & Approval

#### Leader Statement

The student is aware of and capable of meeting and completing the responsibilities of a trip leader.

I have read and I understand the requirements of a trip leader as set down in the International Travel Policy. I will fulfill these requirements

Student Name:

Signature:

#### Trip Leader Approval

I am satisfied that (student name) is aware of and capable of meeting the relevant responsibilities of a trip leader and college traveller.

Dean/Administrator Name:

Signature:

## Trip Costs

The cost of the trip, for the student and the college, is not unreasonable and is consistent with the expected outcomes or results of the trip.

### Cost to Student

|  |  |
| --- | --- |
| Item | Cost |
| Hotel & Other Accommodations |  |
| Travel (airfare, train, taxis, etc) |  |
| Meals |  |
| Travel Incidentals |  |
| Immunizations |  |
| Other Costs |  |
| TOTAL COST TO STUDENT |  |

### Cost to College

#### Direct Costs – costs requiring a direct financial outlay by College.

|  |  |
| --- | --- |
| Item | Cost |
| Hotel & Other Accommodations |  |
| Travel (airfare, train, taxis, etc) |  |
| Meals |  |
| Travel Incidentals |  |
| Immunizations |  |
| Payments to Engaged Associates |  |
| Payments for Faculty Replacements |  |
| Other Direct Costs |  |
| TOTAL DIRECT COSTS |  |

## Health & Safety Measures

All reasonable considerations and steps have been and will be taken to ensure the health and safety of the trip participants.

The current travel advisory for the destination country issued by the Government of Canada (Foreign Affairs & International Trade Canada) is currently in the following zone:

|  |  |  |  |
| --- | --- | --- | --- |
| Check One | Advisory | College Action | Administrator Acknowledgement |
|  | Exercise Normal Security Precautions |  |  |
|  | Exercise a High Degree of Caution | Caution should be exercised. Administrator initials required. |  |
|  | Avoid Non-Essential Travel | Default decision is to deny travel. Administrator initials required. |  |
|  | Avoid All Travel | Default decision is to deny travel. Administrator initials required. |  |

## Continued Planning & Departure

At each stage of trip approval, the student must request and be given approval before the travel may progress to departure

|  |  |
| --- | --- |
| Item | Complete |
| Form 7 – Single Student Traveller Checklist satisfactory complete | * Yes * No |

### Stage Approvals

This trip is approved for operational planning purposes. No financial commitment by the college or students is approved.

Name:

Signature: Date:

This trip is approved for the financial commitment of the college and the student, and the engagement of suppliers, agents, and travel associates.

Name:

Signature: Date:

This trip is fully approved and may depart.

Name:

Signature: Date: