



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: INTERNATIONAL TRAVEL

Policy No.	INT-900	Division	International
Related Procedure	INT-900-PR	Board Policy Ref.	N/A
Related Policies	CS-308	Effective Date:	November 9, 2021

1. PURPOSE AND SCOPE

College of the North Atlantic students and employees, as well as other persons affiliated with the College, travel internationally to study and work abroad, facilitate student recruitment, conduct international projects, and participate in special events and collaborative activities.

The purpose of this policy is to:

- assess and mitigate the risks associated with international travel;
- support College business and academic interests on the international stage; and
- standardize and operationalize roles and responsibilities associated with international travel.

This policy applies to employees and students, and other persons associated with the College (i.e., affiliates), who travel internationally as part of or in association with the College.

2. POLICY

All international travel by College students, employees and affiliates must be coordinated and approved through the College's International Office to ensure all reasonable safety precautions are taken. This approval to travel internationally is a prerequisite to, and independent of, travel approvals provided as part of corporate services travel policies and procedures.

All international events and visitors hosted by the College must be coordinated through the International Office.

3. PROCEDURE

The Associate Vice-President of International shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	November 9, 2021