INTRODUCTION

The University is committed to further expanding connections with individuals and institutions around the world. Frequently, developing and strengthening these contacts requires that employees travel internationally. Although travel, even within Canada, can present challenges, international travel can present unusual or heightened risks. The University’s Long Term Disability Policy, the Major Medical Policy and the Accidental Death and Dismemberment Policy all contain limitations of coverage based on certain travel destinations. For more details, consult the Employee Benefits web site.

To assist employees in making informed choices about the risks that might be associated with travel to some foreign destinations, the University has adopted the following International Travel Policy.

POLICY

Prior to departing for any foreign destination, employees are required to:

a. Determine if Foreign Affairs Canada has issued a Travel Warning with respect to travel to that destination. Should an employee choose to disregard such a Travel Warning, the employee is required to consult with Personnel Services to learn what, if any, effect such travel might have on the employee’s insurance coverage. The University recommends that employees carefully consider the advisability of traveling to a destination which is the subject of a Foreign Affairs Canada Travel Warning. Further the University strongly recommends that the employee register with Foreign Affairs Canada. Registration can be done by mail or e-mail before departure from Canada or upon arrival at the foreign destination.

b. Provide their Department Head/Chair or Unit Head with a detailed travel itinerary to allow the University to contact the employee should an emergency arise during their absence. The employee is to advise the Department Head/Chair or Unit Head of subsequent changes to the employee’s travel itinerary. This information will be held in confidence and not released to third parties without the consent of the employee.

c. Ensure that they have the required travel and work documentation and required immunizations.

The University does not require any employee to travel to a destination which is the subject of a current Foreign Affairs Canada Travel Warning. Employees concerned about the risks associated with proposed international travel are encouraged to discuss these concerns with their Department Head/Chair or Unit Head or Personnel Services.

Students who travel abroad in connection with their University studies or research projects are required to contact Dalhousie International Student and Exchange Services.