

Approval Date: June 17, 2011

Parent Policy: [Off-Campus Activity and Travel Policy](#)

Off-Campus Activity and Travel Policy (Appendix A) Guidelines for Faculty, Postdoctoral Fellow & Staff Travel

Office of Administrative Responsibility:	Insurance & Risk Assessment (Risk Management Services)
Approver:	Provost and Vice President (Academic) Vice President (Finance and Administration)

The University strongly suggests all faculty, postdoctoral fellows and staff use the below checklist, particularly when traveling internationally.

Please note: if faculty, postdoctoral fellows or staff are leading a trip where students are involved they must follow the *Risk Assessment for Off-Campus Travel Involving Students Procedure*.

FACULTY, POSTDOCTORAL FELLOW AND STAFF TRAVEL CHECKLIST

- Advise a supervisor or the Department/Unit as appropriate of your travel plans
- Provide emergency contact information to a supervisor or the Department/Unit as appropriate
- Bring contact information in case you need to contact the University while traveling (eg: supervisor, University of Alberta Protective Services)
- If performing field research, complete a Field Activities Plan

If traveling outside Canada, check Department of Foreign Affairs and International Trade (DFAIT) website for

- Travel reports and warnings
- Profiles and information about the country you are traveling to
- Information about Consular Services, which are available in many countries
- A variety of other information and resources related to international travel

If DFAIT has issued a travel warning identify the risks and plan to manage them

- You may want to contact the Office of Insurance & Risk Assessment or University of Alberta International for advice on identifying and managing risks.
- Discuss with your supervisor, Chair, Dean, or head of your administrative unit as appropriate.
- If appropriate contact University of Alberta International for travel advice, information and pre-departure sessions. Likely not appropriate for travel to relatively safe and familiar locations such as the US or UK.
- Determine whether you want to purchase personal travel insurance (recommended)
- Get a copy of the "Personal Safety While Traveling Abroad" booklet from University of Alberta Protective Services

- Register with University of Alberta Protective Services Travel Abroad Emergency Support Program
- Register with DFAIT's Registration of Canadians Abroad program

DEFINITIONS

There are no definitions for this Appendix. [\[▲Top\]](#)

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [\[▲Top\]](#)

[Department of Foreign Affairs and International Trade Canada](#) (Government of Canada)

[Field Activities Plan \(Field Research Office\)](#) (University of Alberta)

[Human Resource Services – Benefits](#) (University of Alberta)

[Office of Insurance & Risk Assessment](#) (University of Alberta)

[Postdoctoral Fellows Supplemental Health Plan](#) (University of Alberta)

[University of Alberta International](#) (University of Alberta)

[University of Alberta Protective Services](#) (University of Alberta)