



Institutional Compliance  
3000 College Drive S.  
Lethbridge Alberta T1K 1L6  
Tel. 403.320.3361  
Fax 1.800.572.0103  
[lctravel@lethbridgecollege.ca](mailto:lctravel@lethbridgecollege.ca)

# INTERNATIONAL TRAVEL DECLARATION

## INSTRUCTIONS

An international travel declaration form is to be completed by those traveling for college purposes. All international travel must be approved in accordance with the [Travel, Meal and Hospitality Expenses and Public Disclosure Policy and Procedures](#) well as the [Code of Conduct Policy and Procedures](#). For group travel (e.g. field trip, study tour), please also complete the [group travel declaration form](#). The information provided is necessary to ensure your safety, as we will be able to determine WCB coverage, and to contact you in the event of changing circumstances abroad. Upon completion the form will be submitted to OHS, Compliance, and Security via [lctravel@lethbridgecollege.ca](mailto:lctravel@lethbridgecollege.ca).

## TRAVELER PROCEDURES

### 1. Section A – Pre-approval

- a. Complete all of section A including the traveler information and the purpose of the travel.
- b. College Leadership Council (CLC) member support signature - Before proceeding to Section B and making any travel arrangements, there must be support from your respective CLC member by obtaining their signature on this form and a faculty PD application if applicable
  - Before signing, CLC member will verify:
    1. The [Federal Government Risk Level](#) of the travel destination. If the risk level is high, the CLC member must reach out to Institutional Compliance.
    2. That any compensation received as a result of your participation in a public function and/or college business are in compliance with the limits outlined in the [Code of Conduct Policy and Procedures](#) for the calendar year.

### 2. Section B – Travel Details

- a. Once travel has been supported in Section A, you may now make your travel arrangements and complete Section B including method of travel, flight numbers if applicable, hotel address, phone number, and an itinerary of your activities each day you are away.
- b. Once all of the above points have been completed, read and sign the travel declaration.

### 3. Section C – Approval

- a. Obtain Vice President or President approval signature
  - This can be shown by obtaining a signature on this form and attaching a completed faculty PD application form if applicable to you.
  - *If the risk of the travel destination changes and there is a greater risk to the traveler, the travel may be suspended by the respective Vice President or President.*
- b. After the approval signature has been obtained, the original international travel declaration form and all supporting documents can be submitted to [lctravel@lethbridgecollege.ca](mailto:lctravel@lethbridgecollege.ca) a minimum of two weeks prior to departure.

### 4. Complete prior to leaving Canada

- a. Confirm that your LC Identification picture and emergency contact information in Colleague is up-to-date.
- b. Leave or provide access to copies of your IDs including your Canadian Passport with your emergency contact.
- c. If you are unable to reach your emergency contacts or college supervisor, you can contact college security at +1-403-320-3206. Security is available 24/7 to provide assistance in case of an emergency.
- d. Ensure that you have appropriate travel health insurance.
  - STUDENTS must provide insurance if they aren't covered by the Lethbridge College Students' Association.

- FACULTY / STAFF who are enrolled in the college extended health plan are provided travel insurance and should confirm that coverage amounts meet their needs with CanadaLife or Payroll. If you have opted out of the college plan you must confirm coverage with your insurance provider.
- e. Register with Foreign Affairs and International Trade Canada [www.travel.gc.ca/travelling/registration](http://www.travel.gc.ca/travelling/registration)
- f. Check for travel advisories in affect for the area you will be travelling. This should be done when completing this form and again two weeks prior to departure. See [www.travel.gc.ca/travelling/advisories](http://www.travel.gc.ca/travelling/advisories)
- g. In addition to employees' regular medical emergency benefits from CanadaLife, Lethbridge College has Crisis Solution insurance (Kidnap, Ransom, AD&D) for travellers provided by AIG, Policy number 21435044. All Lethbridge college employees travelling internationally are advised to login to the AIG Global Watch portal at [www.aig.com/globalwatch](http://www.aig.com/globalwatch) using the above policy number. That registration login and password are also good for the AIG Travel Assistance app available for [Android](#) and [iPhones](#).
- h. We recommend using AIG Global Watch portal at [www.aig.com/globalwatch](http://www.aig.com/globalwatch) or the AIG Travel Assistance app to:
  - Complete Travel Security Video training which would go over the safety and security abroad. Please allow sufficient time in advance for that as it will take you about 2 hours to complete and may require further steps to get prepared for your local destination. If you complete the training, please forward us the Certificate of Completion to [compliance@lethbridgecollege.ca](mailto:compliance@lethbridgecollege.ca)
  - Make use of Alert Subscription for the country(es) that you are going to visit for the period of at least a few days before the travel to a few days after the planned return date.
  - Use the Check-in feature to quickly notify your emergency contacts and possibly [compliance@lethbridgecollege.ca](mailto:compliance@lethbridgecollege.ca) of your safe location.
  - In case of Kidnap, Ransom, or other travel emergencies make use of the Crisis Solutions hotline:  
**Crisis Hotline**  
**1 817 826 7000**  
**Policy number 21435044**

## 5. While you are away

- a. Students and faculty/staff must follow local laws and regulations while outside Canada and conduct themselves in accordance with college policies and procedures (available at [www.lethbridgecollege.ca](http://www.lethbridgecollege.ca)).
- b. Notify Institutional Compliance if you experience any incidents that have the potential for insurance coverage such as large personal or college property damage, or incidents with serious bodily injuries. You should contact your supervisor, and possibly submit an incident report [online](#).

## RISK MANAGEMENT PROCEDURES

1. When Institutional Compliance has received the original copy of the international travel declaration, it will be reviewed for completeness. The traveler will be contacted directly if further information is required.
2. Institutional Compliance will forward a copy to Accounts Payable to support your travel claim.

**NOTE: There may be delays in processing your travel claim if Risk Services does not receive your documentation as Accounts Payable will not have a copy of your approval on file and may consider your travel as unapproved and not in compliance with college policies and procedures.**

**Please contact [lctravel@lethbridgecollege.ca](mailto:lctravel@lethbridgecollege.ca) if you have any questions about the international travel declaration**



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### FOIP NOTIFICATION

The personal information requested on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act (Alberta), section 33(c) and is protected by Part 2 of that Act. Your information will be used to document and/or track your international travel. Information provided may be disclosed within Lethbridge College or to external agencies as necessary to fulfill the purpose of collection, facilitate the delivery of college programs/services, to meet legislative requirements or for uses consistent with these purposes. Questions about the collection, use, disclosure or protection of the personal information being collected on this form to the college's Manager of Institutional Compliance by phoning (403) 320-3202 ext. 5703, emailing [privacy@lethbridgecollege.ca](mailto:privacy@lethbridgecollege.ca), or writing to 3000 College Dr S, Lethbridge, Alberta T1K 1L6 c/o Manager of Institutional Compliance.

### SECTION A – PRE-APPROVAL

<b>TRAVELER NAME:</b> _____		<b>LC ID NUMBER:</b> S _____	
<b>DEPARTMENT:</b> _____		<b>SUPERVISOR:</b> _____	
<b>TRAVELER TYPE:</b> <input type="checkbox"/> FACULTY/STAFF <input type="checkbox"/> STUDENT		<input type="checkbox"/> BOARD OF GOVERNORS <input type="checkbox"/> OTHER _____	
<b>PHONE #:</b> _____ EXT. _____		<b>PHONE # WHILE TRAVELLING:</b> _____	
<b>EMERGENCY CONTACT INFORMATION</b>	<b>CONTACT # 1 NAME:</b> _____	<b>NUMBER:</b> _____	
	<b>CONTACT # 2 NAME:</b> _____	<b>NUMBER:</b> _____	
	<b>CONTACT # 3 NAME:</b> _____	<b>NUMBER:</b> _____	
<b>DESTINATION:</b> _____		<b>DEPARTURE DATE:</b> _____ <b>RETURN DATE:</b> _____	
<b>TRAVEL PURPOSE:</b> <input type="checkbox"/> BUSINESS <input type="checkbox"/> PD / CONFERENCE <input type="checkbox"/> FIELD TRIP <input type="checkbox"/> OTHER _____			
<b>FEDERAL GOVERNMENT RISK LEVEL*</b> ( <a href="https://travel.gc.ca/travelling/advisories">https://travel.gc.ca/travelling/advisories</a> ): <b>*College departments providing or approving travel opportunities abroad should familiarize themselves with the Government of Canada travel advisories to ensure that staff and students do not travel to high-risk areas without thorough consideration and approval from the college. Travel will not be allowed to destinations that fall under "avoid all or non-essential travel" advisory.</b>			
<b>CONFERENCE/ACTIVITY NAME, ORGANIZATION / PERSON(S) MEETING:</b>			
1. _____		3. _____	
2. _____		4. _____	
<b>INTENDED OUTCOMES:</b> (attach sheet if additional space needed)			
<b>TOTAL ESTIMATED COSTS:</b>		TRANSPORTATION _____ REGISTRATION _____ ACCOMMODATION _____ OTHER COSTS _____ MEALS _____ OTHER COSTS _____ <b>TOTAL ESTIMATED COSTS:</b> _____	
<b>CLC MEMBER SUPPORT</b>			
<b>NAME(Please Print):</b> _____		<b>POSITION:</b> _____	
<b>SUPPORT (SIGNATURE):</b> _____		<b>DATE SIGNED :</b> _____	

**SECTION B – TRAVEL DETAILS**

<b>METHOD OF TRAVEL</b>	<input type="checkbox"/> AIR	<input type="checkbox"/> RENTAL CAR	<input type="checkbox"/> COLLEGE VEHICLE	<input type="checkbox"/> PERSONAL VEHICLE	<input type="checkbox"/> OTHER
<b>DEPARTURE FLIGHT #:</b> (E.G. AC XXXX)	1. _____	2. _____	3. _____	4. _____	5. _____
					6. _____
<b>RETURN FLIGHT #:</b> (E.G. AC XXXX)	1. _____	2. _____	3. _____	4. _____	5. _____
					6. _____
<b>HOTEL NAME:</b>					<b>HOTEL PHONE #:</b> _____
<b>OTHER COLLEGE STAFF TRAVELLING:</b>	1. _____	2. _____	3. _____	4. _____	5. _____
					6. _____

**ITINERARY** (if additional room is required, please attach a separate sheet)

DAY #	DATE	ACTIVITY (travel day, personal day, conference/event day, other)
DAY 1		
DAY 2		
DAY 3		
DAY 4		
DAY 5		
DAY 6		
DAY 7		
DAY 8		
DAY 9		
DAY 10		
DAY 11		
DAY 12		
DAY 13		
DAY 14		

**INTERNATIONAL TRAVEL DECLARATION**

I \_\_\_\_\_ declare that: \_\_\_\_\_

- I have had the opportunity to read this form and understand the information above.
- I have provided the required documents to the Institutional Compliance and completed the identified necessary steps.
- I understand that completion of this form is required for participation in all approved International Travel.

**TRAVELER SIGNATURE****DATE****SECTION C – APPROVAL****VICE PRESIDENT or PRESIDENT****APPROVED BY (SIGNATURE):****DATE APPROVED:****RISK SERVICES OFFICE USE ONLY****REVIEWED BY (PRINT NAME):** \_\_\_\_\_**DATE RECEIVED:** \_\_\_\_\_