

## **G.17 International Travel**

Administration and Management  
*Nunavut Arctic College*

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### **Nunavut Arctic College International Travel Policy**

#### **POLICY**

All Nunavut Arctic College applications for international travel require the approval of the Minister Responsible for Nunavut Arctic College.

#### **PROCEDURE**

1. Any staff member proposing to request international travel should apply as early as possible and not less than one month prior to the date of travel, to their immediate supervisor. The application must be accompanied by all the necessary documentation.
2. The Supervisor, Dean must approve applications before being submitted to the President.
3. The President of Nunavut Arctic College will examine the appropriateness of any applications for international travel in light of the potential benefit to the College and the costs to be incurred.
4. If the President approves the application, it will indicate this in a recommendation to the Minister Responsible for Nunavut Arctic College with copies of the recommendation to the Chair of the Board of Governors.
5. Staff who receive approval for international travel will, upon their return, provide a written report of the activity attended to their supervisor.
6. In considering applications for international travel, the President will take into account the following factors:
  - i. the degree to which the proposed activity can be directly applied to the staff member's work at the College;
  - ii. the extent to which the proposed activity can be disseminated to Students or other staff members, e.g. in workshops or seminars;
  - iii. the cost to the College;
  - iv. the impact of the staff member's absence on his/her area of work. For instance, would a replacement be needed or would the absence coincide with an important job-related requirement?



**INTERNATIONAL TRAVEL AUTHORIZATION  
DEPARTMENT OF EDUCATION**

NAME OF TRAVELLER	TITLE	DIVISION	SECTION	DATE
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I hereby submit this request for authorization for International Travel on the specified dates to:

CITY	COUNTRY	DEPARTURE DATE	RETURN DATE	TRAVEL WARRANT #
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TRAVEL IS REQUESTED FOR THE FOLLOWING REASON(S):

\* Appropriate Supporting Documentation must be attached.

COMMENTS:

TRAVEL COSTS:	AIRFARE	
	GROUND TRANSPORTATION	
	CONFERENCE FEES	
	ACCOMMODATION	
	OTHER	
	OTHER	
TOTAL COST OF TRAVEL		

Within 14 days upon returning from this travel, I will submit a Travel Result Statement to the Minister.

SIGNATURE OF TRAVELLER	SIGNATURE OF CORRESPONDING SUPERVISOR
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MINISTER'S SIGNATURE OF APPROVAL	
Hon. James Arvaluk	Date



**TRAVEL RESULT STATEMENT  
DEPARTMENT OF EDUCATION**

NAME OF TRAVELLER	TITLE	DIVISION	SECTION	DATE

**STATEMENT FOR THE FOLLOWING EXCURSION:**

PURPOSE OF TRIP	CITY	COUNTRY	DEPARTURE DATE	RETURN DATE

**MEETINGS ATTENDED:**

**KNOWLEDGE GAINED**

**BENEFITS TO DEPARTMENT:**

**SIGNATURE OF TRAVELLER**