

International Travel Criteria and Process

Purpose of Travel: SLCC recognizes the value of international travel to faculty and staff development and to internationalize our college. International travel funded in part or in whole by the College should have significant benefit to the institution. Purposes generally include, but are not limited to: professional development (including conference attendance, and/or presenting at a conference), service to students (including leading a study abroad group, or maintaining an international partnership or grant), workforce development partnerships, or international mentoring relationships.

Eligibility: In order to best use our limited resources to serve as many full-time faculty and staff as possible, an individual may not travel internationally using college funds more than once per academic year. Priority will be given to those who have not traveled internationally on college funds within the last two years or domestically during the year. International conferences should only be attended when a local conference will not provide similar benefits. In addition, whenever possible and appropriate, those traveling internationally for college business but not funded by the college should rotate so that other qualified individuals may have the opportunity. When funding is available, not more than 7% of the faculty or staff may travel internationally in any given fiscal year.

Any SLCC employee who proposes international travel on college business must follow the process outlined below. *International travel must be approved prior to any arrangements being made.* If this process is not followed, the traveler assumes the responsibility for any expenses incurred. All travel arrangements must follow school policy. Travel to Mexico does not require VP and higher signatures on the International Travel Request and Authorization Form. These international procedures do not apply for travel to Canada.

All forms must be completed, signed and sent to the faculty or staff members' Associate Dean, Dean, or Director. Faculty participating in a Study Abroad program should deliver forms to the Engaged Learning Program (CT 252) after receiving the proper signatures.

Process:

If the purpose of your international travel is to present a paper or a workshop at a conference, complete the International Conference Presentation Prior Acknowledgment Form (attached) before you submit your presentation proposal to the conference organizers. Gather signatures from your department Associate Dean, Dean, or Director and keep the original to attach to your International Travel Request and Authorization Form.

For all international travel, please plan ahead; international documents take time and the approval process may take several weeks. Non-refundable deposits or other fees shall not be paid prior to full authorization is completed.

- Obtain a passport if you don't already have one. If the destination country requires a visa, you will need your passport before applying for the visa.
- Faculty requesting Travel Grant Funds must submit an application to their department Associate Dean, Dean, or Director. Travel Grant Funds may be authorized pending approval for international travel.

- Fill out the International Travel Request and Authorization Form.

Note that you will need to:

- 1) Attach a written rationale for your trip, including the purpose for travel, how your travel will benefit SLCC and how the information will be shared with the College when you return. If you are faculty, this rationale may be the same as you submitted with your Faculty Travel Grant application. If there are exceptional circumstances that warrant travel that does not meet the eligibility guidelines, please request an exception and provide justification in your rationale.
 - 2) Attach the International Conference Presentation Prior Acknowledgement Form verifying that you received approval from your chair/director *prior to proposing to present* at an international conference (if applicable).
 - 3) Attach relevant travel information and itinerary—for example, if you are attending a conference, you will need to attach the conference brochure.
 - 4) Copy and attach your passport photo page to the form.
- Collect all the signatures requested on the required travel form. Please note that signatures by chairs, directors and deans indicate that sufficient funds as outlined on the form are available and will be transferred to the appropriate index/account when approval is granted.
- Once your international travel has been approved, you may make reservations (travel arrangements for Study Abroad trips must be organized through the Engaged Learning program). Prior to departure, your department or the Engaged Learning Program will need to have the following forms on file:
 - International Travel Request and Authorization form
 - International Travel Emergency Contact and Health/Welfare Form
 - Statement of Responsibility and Assumption of Risk and Terms, Conditions
 - Prior to your departure, you may wish to purchase travel insurance.
 - Visit the Center for Disease Control and Prevention website to determine what immunizations are recommended for your destination: <http://wwwn.cdc.gov/travel/default.aspx>.
 - If you are unable to travel after all, or the source of funding for your travel changes significantly, please let your department know.
 - Following your travel, it will be necessary to complete a [SLCC Travel Settlement form](#) if college funds paid for your trip. Process the form through your department. Study Abroad trips follow separate financial procedures through the Engaged Learning office.
 - Following your travel, disseminate information about your trip as you outlined in your proposal. Please notify your Associate Dean, Dean, or Director of these activities.

International Conference Presentation Prior Acknowledgement Form

Please complete this form in advance if you are applying to present a paper at an international conference. This form must be submitted with your International Travel Request and Authorization Form.

Name of Presenter: _____

Tentative Title of Presentation: _____

Conference: _____

Conference Dates: _____

Location: _____

Benefit to the faculty member and to SLCC:

Signature of Presenter

Date

The undersigned are aware of the above proposal to present at an international conference and support the funding.

Signature of Associate Dean, Dean, Chair/Director

Date

Signature of Department Coordinator
(If applicable)

Date

Please note:

After obtaining the above signatures, please distribute as outlined below:

- copy for the Presenter/Traveler
- copy for the Presenter's Chair/Director
- attach the original to the International Travel Request and Authorization Form when submitting it for approval

Salt Lake Community College International Travel Request and Authorization Form

This form must be submitted and approved **prior** to any commitment related to travel. International travel must be approved prior to making any arrangements. If this process is not followed, the traveler assumes the responsibility for any expenses incurred. All travel arrangements must follow College policy. Deposits or other fees will not be paid before full authorization is received, as indicated by the required signatures below, and all copies filed with appropriate offices.

PLEASE NOTE:

- Plan ahead. Allow sufficient time as the approval process for your request may take several weeks.
- Attach a copy of relevant travel information (conference brochure, invitation, etc.) and itinerary.
- Attach a copy of passport **photopage**.
- Attach the original International Conference Presentation Prior Acknowledgement Form with all signatures (only if you are presenting at a conference).
- Attach a written rationale for your trip (described below).

Traveler name: _____ Campus phone#: _____
 Department: _____ () Faculty () Staff
 Conference/Event/Study Abroad: _____
 Purpose of travel: _____
 Paper presentation (if applicable): _____ Required for certification/licensure: _____
 Title of paper: _____ () CTE () Academic () Education () Other
 Destination: _____ Travel departure date: _____ Travel return date: _____

Have you used college funds within the past two academic years for international travel? Yes () No ()

If yes, please explain briefly:

Have you used college funds this academic year for domestic travel? Yes () No ()

If yes, please explain briefly:

Description of Trip, Rationale for Trip and Dissemination of Information:

Attach a written rationale including the purpose for travel and how your travel will benefit SLCC and how the information will be shared with the College when you return. In addition, if more than one individual from the College proposes to attend the same conference or you are requesting and you have traveled internationally within the last two academic years or domestically within the same academic year, you will need to provide a strong rationale to justify multiple attendees or repeat travel.

Estimated Travel Costs	SLCC Funding		Faculty Travel Grant <small>(**pending an approved International Travel Request and Authorization form)</small>	Other Funding <small>(i.e. Grant, Study Abroad, Personal, etc.)</small>	Total
		<i>Index and Account</i>			
Registration	\$		\$	\$	\$
Airfare	\$		\$	\$	\$
Lodging	\$		\$	\$	\$
Meals	\$		\$	\$	\$
Activities	\$		\$	\$	\$
Other (list)	\$		\$	\$	\$
Total	\$		\$	\$	\$

REQUIRED SIGNATURES:

Signatures of Department/Division Chair/Director and Dean signify sufficient funds will be transferred to the appropriate index/account as listed above when approval is granted.

Traveler		Mail code:		Date:	
Chair/Director/A.D.		Mail code:		Date:	
Dean		Mail code:		Date:	

**** If you have applied for Faculty Travel Grant Funds and have not received approval, then the International Travel approval is subject to those funds being approved. If funding is not granted, the Department/Division Chair/Director and Dean signatures no longer indicate approval and/or additional funding.**

ADDITIONAL REQUIRED SIGNATURES:

Appropriate VP		Date:	
VP of Business Services		Date:	
College President		Date:	

**Salt Lake Community College
International Travel Emergency Contact
& Health/Welfare Form**

Traveler Name: _____

SLCC S#: _____ Date: _____

Emergency Contact (required): Please give us the name of the person we should contact in the event of an emergency abroad. By doing so you authorize SLCC, its employees or agents to notify this person in case of an emergency.

Emergency Contact Name: _____

Relationship: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Traveler information:

Primary care physician phone #: _____

Your Health Insurance Carrier: _____

Your Health Insurance Policy Number: _____

Signature: _____

Please keep in mind that some prescription drugs may not be legal or readily available overseas. If you are currently taking a prescription drug on a regular basis, be sure to take these factors into account.

**SALT LAKE COMMUNITY COLLEGE
INTERNATIONAL TRAVEL**

Statement of Responsibility, Assumption of Risk, and Terms and Conditions

_____ (herein referred to as "Participant) expect and intend to travel internationally as a representative of Salt Lake Community College to, _____ on the date(s) of _____

The Participant understands and acknowledges that there are certain dangers and risks of injury to person and/or property that are inherent in international travel and the activities included in Study Abroad, including but not limited to travel hazards, terrain, weather, eating and sleeping arrangements, serious or even mortal injuries, property damage and other circumstances.

1. The Participant agrees to: (a) consult with a medical doctor with regard to his/her personal medical needs and confirms that there are no health-related reasons or problems which preclude or restrict participation in this travel, (b) arrange for adequate hospitalization insurance to meet any and all needs for payment of hospital costs while engaged in this travel, (c) assume all risk and responsibility therefore, (d) consult and arrange with a medical doctor to receive the appropriate inoculations/shots for the travel, (e) pay for any and all medical and hospitalization expenses while in the foreign country or in the United States during this travel, and (f) release SLCC from any legal responsibility for payment of the Participant's medical or medication needs.
2. Each person participating in the Academic Program in any capacity (e.g. faculty, staff or student) must be covered by insurance for medical and hospital costs arising from any accident or illness occurring while on or as a result of participation in the Program. Your insurance for medical and hospital cost may not provide coverage in a foreign country. It may be necessary for you to purchase an additional insurance policy or insurance rider which covers cost for medical and hospital costs.
3. The Participant acknowledges and agrees: (a) to accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, sickness, weather, strikes, or other unforeseen causes, (b) to accept all responsibility whatsoever for any loss, damage, destruction, theft or the like to his/her luggage or personal belongings, and (c) that he/she has retained adequate insurance or has sufficient funds to replace such belongings and will hold SLCC harmless there from.
4. The Participant acknowledges and understands that if he/she will be staying in a foreign country any length of time, it is his/her responsibility to inform the U.S. Embassy of his/her location.
5. All services and accommodations are subject to the laws of the country in which they are provided.
6. The Participant acknowledges and understands that should he/she have or develop legal problems with any foreign nationals or government of the host country, he/she will attend to the matter personally with his/her own personal funds and will hold SLCC harmless there from and that SLCC is not responsible to provide any assistance under such circumstances.
7. The Participant further agrees that this Agreement shall be construed in accordance with the laws of the State of Utah, which shall be the forum for any lawsuit filed under or incident to this Agreement or the Academic Program. The term and provisions of this Agreement shall be severable, such that if a court of competent jurisdiction holds any term to be illegal, unenforceable, or in conflict with any law governing this Agreement, the validity of the remaining portions shall not be affected thereby.
8. The Participant understands that SLCC in no way represents or acts as agent for the Host Institution, the transportation carriers, hotels, and other suppliers of services connected with this Academic Program. The Participant further understands that SLCC, its governing board, employees, and agents are (a) not responsible or liable for injury, damage, loss, accident, delay or other irregularity which may be caused by the defect of any

vehicle or the negligence or default of the Host Institution, or any company or person engaged in providing or performing any of the services involved in this program, (b) not responsible for losses or expenses due to sickness, weather, strikes, hostilities, wars, natural disasters, or other such causes, and (c) not responsible for any disruption of travel arrangements, or any consequent additional expenses that may be incurred there from.

9. Should the Participant choose to remain overseas after travel for the College is completed, SLCC will cease to act as a sponsor for the Participant. Should the Participant drop out of the College travel program voluntarily or involuntarily, SLCC will cease to act as sponsor thereafter. In either of the foregoing events, this release shall remain in full force and effect.
10. The Participant understands and acknowledges that Salt Lake Community College assumes no liability for personal injury or property damage to participants or to third persons arising out of travel or Study Abroad Program activities, except to the extent that such liability is imposed by the law, including the Utah Governmental Immunity Act (Utah Code annotated 63-30-1 et seq.). The participant agrees to indemnify and to release Salt Lake Community College from any liability arising out of the acts or omissions of participant during the Academic Program, subject to any limitations or restrictions against such indemnification that are imposed by law.
11. Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in travel or Study Abroad, the Participant, on behalf of the Participant's family, heirs, and personal representative(s), agrees to assume all the risks and responsibilities surrounding the Participant's participation in the Academic Program, the transportation, and any independent research or activities undertaken as an adjunct thereto. The Participant further in advance of participation in the Academic Program releases, waives, forever discharges, and covenants not to sue SLCC, its governing board, officers, agents, employees, and all persons acting as employees (Releasees), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature whatsoever which the Participant may incur as a result of the Academic Program.
12. It is the Participant's express intent that this release and assumption of risk agreement shall bind the members of the Participant's family and spouse, if the Participant is alive, and the Participant's family, estate, heirs, administrators, personal representatives, or assigns, if the Participant is deceased, and shall be deemed as a "Releasee" Waiver, Discharge, and Covenant not to sue the above-named "Releasees." The Participant agrees to save and hold harmless, indemnify, and defend "Releasees" from any claim by the Participant or the Participant's family, arising out of the Participant's participation in the Academic Program.
13. In signing this Statement of Responsibility and Assumption of Risk (Release), the Participant acknowledges and represents that the Participant has become fully informed of the content of this waiver of liability and hold harmless agreement by reading it before signing it, and by signing this document as the Participant's own free act and deed confirm that no oral representations, statements, or inducements, apart from the foregoing written statement, have been made.
14. The Participant states that he/she is at least eighteen (18) years of age and fully competent to sign this Agreement.
15. Only a properly licensed driver (i.e., age 21 years or older) who has been authorized by the Program Director and College may operate a motor vehicle to transport persons on an approved Salt Lake Community College Academic Program (defined as off-campus, credit/non-credit field trip, study abroad, service and/or travel programs and herein referred to as "Academic Program"). The driver must be on approved through [SLCC Motor Pool](#). Additionally, an international driver's license may be required in some countries and must be obtained before departure from the United States.
16. Drinking of alcoholic beverages by any participant is prohibited during "working hours" (i.e., those hours designated by the Program Director as time to be spent on College-sponsored activities within the purpose of the trip) and within 12 hours of driving a vehicle.
17. No narcotics, illegal drugs, or other controlled substances may be in the possession of, or used by, any person

participating in the Academic Program activities except for a current, valid prescription in its original container.

18. Each participant is expected to comply with all applicable codes during the Academic Program, and to obey all applicable provisions of the law of the state and nation in which the Academic Program activities take place.

This is a release of legal rights. Read and understand before signing. Signing this Statement of Responsibility and Assumption of Risk by Participant is confirming acceptance of all provisions.

Participant Signature

Date

Participant printed name