# Form 10 – Request for Approval for Associate Travellers (Policy 4000-5-11)

## Trip Details

This form must be submitted when seeking approval for associate travellers on international group travel. It may be necessary to submit this form twice:

* for approval of the inclusion of associate travellers, and
* for approval of the specific individual associate travellers.

|  |  |
| --- | --- |
| Trip: |  |
| Travel Period: |  |

International Travel Policy: The College administrator approving the participation of associate travellers in college-approved or college-associated international travel must consider and ensure that:

* the participation of the associate traveller is not inconsistent with or contrary or counterproductive to college purposes and goals, college policies, intended learning outcomes, intended student experiences and growth, etc.;
* the associate traveller will not detract from or diminish the achievement of the trip goals or outcomes for the college travellers, or impose significant or undue burdens on the trip leader or the other travellers.

### Role & Impact of Associate Traveller(s)

|  |  |  |
| --- | --- | --- |
| Items | Description provided by the Trip Leader | Administration Approval |
| Purpose of the Trip |  |  |
| Role of the associate traveller(s) |  |  |
| Impact of associate traveller(s) on the realization of purpose of the trip and the student experience |  |  |
| Additional work for the trip leader to support or guide the associate traveller(s) |  |  |

### Number of Travellers

#### Supervision Ratios

On a typical cultural or observational trip, a trip leader will supervise up to 30 adult students. Where, for example, health services are provided, supervision requirements may dictate a lower student-faculty or student-supervisor ratio.

#### Approval for Associate Travellers

Approval for associate travellers must be requested using Form 10 – Request for Approval for Associate Travellers. Please attach Form 10 to this request.

Individual associate traveller names must be provided for approval of individuals by the dean.

|  |  |  |
| --- | --- | --- |
| Type of Traveller | Proposed Number of Travellers | Administration Approval |
| Students – travelling for the purpose of the trip |  |  |
| Faculty – in support roles |  |  |
| Other College Employees – in support roles |  |  |
| Associate Travellers - engaged to assist with the trip – attach a list of names |  |  |
| Other Associate Travellers – attach a list of names |  |  |
| TOTAL TRAVELLERS |  |  |

## Approvals

### Trip Leader Statement & Approval

* The associate traveller is aware, capable of meeting, and likely to meet the requirements, responsibilities and expectations of the college for its international travellers.

#### Trip Leader Statement

I have read and I understand the requirements, responsibilities and college expectations of associate travellers. It is my considered opinion as trip leader that the listed associate traveller(s) are capable of meeting the requirements of the college and accepting – without interference – the decisions of the trip leader on all matters, including the health and safety of all travellers, and are likely to do so.

Trip Leader Name:

Signature:

#### Leader Approval

The trip leader’s statement is accepted.

Dean/Administrator Name:

Signature:

## Trip Costs

The associate traveller(s) imposes or induces no additional costs to the college, unless the specific additional costs are explicitly approved by the responsible administrator.

### Cost to College or Students for Associate Travellers

#### Direct Costs – costs requiring a direct financial outlay by College.

|  |  |
| --- | --- |
| Item | Cost |
| Hotel & Other Accommodations |  |
| Travel (airfare, train, taxis, etc) |  |
| Meals |  |
| Travel Incidentals |  |
| Immunizations |  |
| Payments to Engaged Associates |  |
| Payments for Replacements |  |
| Other Direct Costs |  |
| TOTAL DIRECT COSTS |  |

## Health & Safety Measures

* The associate traveller does not, and is not likely to, cause any threat to the health and safety of the other trip participants.

#### Trip Leader Statement

I have considered the role and participation of the associate traveller(s) on this trip. It is my opinion as Trip Leader that the participation the associate traveller(s) poses no threat to the health and safety of the other trip participants or the safe completion of the trip, and is not likely to do so.

Trip Leader Name:

Signature:

#### Leader Approval

The trip leader’s statement is accepted.

Dean/Administrator Name:

Signature:

#### Trip Leader Recommendation

I have considered the role and participation of the associate traveller(s) on this trip, the impact of the associate traveller(s) on the trip and the participants, and am fully cognizant of the requirements of the college international travel policy, specifically with respect to associate traveller(s).

I full and without reservation recommend the inclusion of the listed associate traveller(s) on this trip.

Trip Leader Name:

Signature:

## Approval for Participation of Associate Traveller(s)

* The participation of associate traveller(s) on this trip is approved
* This approval is limited to the approved individuals listed below:

|  |  |
| --- | --- |
| Name of Associate Traveller | Administrator Approval |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Dean/Administrator Name:

Signature:

Date: