



<b>Board Policy:</b> International Travel Policy	<b>Policy Number:</b> BP02: 03.081
<b>Article:</b> 2.) Governance and Administration <b>Section:</b> 3.) Human Resources	<b>Adopted by the BOT:</b> 06/16/2004 <b>Reviewed:</b>
<b>Applicable WAC/RCW:</b> N/A	Page 1 of 2

### **BP02: 03.081 International Travel Policy**

The Board of Trustees of Cascadia College encourages employees to participate in international experiences that support learning in a global environment. For the employee, international travel offers an opportunity to study, research, and participate in experiences that focus on student recruitment, cultural, social, economic issues, and ethical inquiry and personal dynamics for the good of student learning and success. The Board of Trustees supports international travel for the purpose of pursuing and enriching academic/educational opportunities for employees, and for the recruitment of international students and other activities.

Recognizing the increased safety risks related to international travel, all international travelers must adhere to and complete the internal approval process of the College outlined below.

The President, or designee, may approve international travel to countries with which the United States has diplomatic relations for its employees if resources are available for such travel, only when the employee has signed a liability waiver (attached) in which he/she knowingly assumes the risks associated with voluntarily traveling abroad, and knowingly releases and holds harmless the College from liability.

The President, or designee may approve international travel for its employees to countries or regions for which the United States (US) Department of State has issued a travel warning if resources are available for such travel, and only when the employee has signed a liability waiver (attached) in which he/she knowingly assumes the risks associated with voluntarily traveling abroad, and knowingly releases and holds harmless the College from liability. To determine which countries the United States Department of State has issued travel warnings, the traveler should review the warnings listed in the following website:

[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)

Travel to countries with which the US does not have diplomatic relations may be permitted only after fulfilling and meeting the requirements set forth by the United States Department of State, if resources are available for such travel, and when the employee has signed a liability waiver (attached) in which he/she knowingly assumes the risks associated with voluntarily traveling abroad, and knowingly releases and holds harmless the College from liability. The United States Department of State requirements are outlined in the Consular sheets located at in the following website: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1765.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1765.html)

Upon completion and approval of the College's internal process for international professional development activities, the President or designee will inform the Board of Trustees of her/his approval.

The President, or designee, shall make the final decision on all international travel requests.

Considering the complexities of international travel, commitment of resources, confirmation of travel arrangements and/or promotion of the trip should not be made prior to the President's approval.