Brescia University College Students’ Council

**Travel Policy**

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**EFFECTIVE:** January 2018 **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2018

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**RELATED DOCUMENTS:** N/A **Page 1 of 2**

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**1. PURPOSE**

**1.1** A policy relating to the general conduct and policies that must be followed for individuals or groups seeking to travel under the BUCSC.

**2. TRAVEL PROPOSALS**

**2.1** All members shall be allowed to travel to events outside of the City of London, to a maximum of two hundred and fifty (250) kilometers, whilst remaining in Canada;

**2.2** All BUCSC Travel Proposals for events that occur outside two-hundred-and-fifty-kilometer limit as prescribed in section 2.01 must go through Ellison Travel & Tours Ltd or any other agency approved by Brescia University College:

1. Notwithstanding Section 2.01, all contact to the approved travel agency. Must go through the CFO and President of the BUCSC.

**2.3** All members must present a proposal and itinerary to the VP Student Events of the BUCSC no fewer than sixty (60) days prior to the proposed date of the event:

1. The proposed itinerary must be approved or denied by the VP Student Events and CFO of the BUCSC no later than five business days after submittal of the proposal (I) if the proposed itinerary is deemed by the VP Student Events or CFO is deemed to be incomplete or requires further information or clarification, the deadline can be extended;
2. The proposed itinerary must include an academic component. This academic component must be clearly demonstrated in the proposed itinerary.

**2.4**  Any and all members taking part in an event that requires travel shall be required to complete and sign the Emergency Contact form and appropriate liability waivers, and submit it to the VP Student Events of the BUCSC. A copy of this form will be kept by the VP Student Events and General Manager or President of the BUCSC, and by the Organizer of the Event.

**2.5**  The Travel Proposal must include the following:

1. The Club that is intending to travel;
2. The destination(s) the Club is intending to travel to;
3. The expected number of people travelling on the trip;
4. The duration of the trip, including the number of nights;
5. The purpose of the trip, with a demonstrable academic component;
6. A basic travel itinerary including stops, or events of academic significance.

**3. PROCEDURAL AUTHORITY**

**3.1** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council

1. The scope of such Procedures is limited to the scope of this policy.
2. In the event of any conflict, this Policy supersedes any document created under it.
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect.
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.