

Please contact susan.smikle@durhamcollege.ca if you require assistance to complete this form.

Students completing this form, are required to review the Student Out of Province Travel policy and procedure (ACAD-126)

For group travel, complete page 3 attached. Forward completed forms to the Office of Insurance and Risk Management.

Student Information	
First Name:	Last Name:
School & Program:	Student Number:
Faculty/Instructor First Name:	Faculty/Instructor Last Name:
Planned Departure Date (yyyy-mm-dd):	Planned Return Date (yyyy-mm-dd):

Travel Information	
Intended Destinations(s) (city and country)	Global Affairs Canada travel rating (for regions outside North America) – attach a copy https://travel.gc.ca/travelling/advisories

Indicate the closest Canadian consulate/embassy where you can obtain assistance while abroad: <https://travel.gc.ca/assistance/embassies-consulates>

Educational purpose for the trip – include a brief description of the types of activities to be performed:

Outline below the potential risks/hazards which may be associated with this out of province activity, along with the steps that will be taken to mitigate these risks/hazards (attach additional sheet if required). A risk/hazard is a potential factor that may impact one's ability to achieve one's objectives. This may include, but is not limited to the list below. Risk mitigation is the process of identifying specific actions or steps that will be taken to modify or eliminate risk.

Potential Risks/Hazards	Risk Mitigation
Travel:	
Location:	
Natural Disaster & Weather:	
Safety & Security:	
Health:	
Laws & Culture:	
Other:	

Signatures

My signature below is an indication that I have identified, reviewed and carefully considered the risks associated with the proposed travel. I have reviewed the Durham College Student Out of Province Travel policy and procedure and I understand my responsibilities and the requirements of students participating in College approved out of province travel.

For group travel, attach separate sheet with names and signatures.

Student	
Signature:	Date (yyyy-mm-dd):

Approved by appropriate Executive Dean/Dean/Director	
Signature:	Date (yyyy-mm-dd):

Approved by Dean, International (for travel outside North America)	
Signature:	Date (yyyy-mm-dd):

Approved by VP, Academic	
Signature:	Date (yyyy-mm-dd):

Approved by President	
Signature:	Date (yyyy-mm-dd):

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Group Travel

Student Name	Student Number	Student Signature