

ADMINISTRATIVE BULLETIN



UNIVERSITY
OF MANITOBA

THE UNIVERSITY OF MANITOBA
(the “University”)

No. 81 Issued June 20, 2002
(revised March 25, 2003)

Subject: Travel Risk Advisory - Support Services, Roles and Responsibilities

Introduction

Members of the University community have raised questions about the advisability of travel in certain circumstances and have expressed concern about responsibility and liability. This Administrative Bulletin provides general information about travel risk, support services, and the roles and responsibilities of individuals participating in University funded or sponsored travel. The term “University funded or sponsored travel” is used in reference to all travel activity associated with research, academic programs, community service and administration.

Travel Risk

All travel entails certain risks depending on its mode, timing, destination(s) and duration, among other things. Determination of risk and assignment of responsibility for managing risk can be complex, requiring clarification from time to time and careful consideration all the time.

Shared Responsibility

Managing the risk associated with University funded or sponsored travel activity is a responsibility shared by the University and each member of its community participating in the travel activity. The University’s role will be to provide information useful to individuals as they prepare for travel activity. The University will also endeavor to assist individuals in the event of an emergency response situation. The individual traveler’s role is to manage effectively the associated travel risks or even to decline a travel opportunity in light of the potential travel risk.

Supports Services Available

The University supports travel which is necessary to achieve its mission. To this end, the University has several programs in place to support individuals who are preparing for or administering University funded or sponsored travel. Individuals seeking support in preparing for or administering University funded or sponsored travel should contact:

, Travel Services telephone 474-9421

, International Centre for Students telephone 474-6736

e-mail: ics@umanitoba.ca, <http://www.umanitoba.ca/students/ics/>

Travel Emergency Response

In the event that an emergency is encountered in relation to a University funded or sponsored travel activity, individuals can seek support by contacting:

, University Emergency Response telephone collect Security Services: (204) 474-9312, operating 24 hours a day, seven days a week.

e-mail: emergency_response@umanitoba.ca

In the event of an emergency, please be prepared to provide information such as the travel emergency, the location and relevant contact information as may be required for medical support, family notification or subsequent follow-up contact.

University Staff Emergency Medical Coverage (revised September, 2002)

For eligible staff of the University, the Supplemental Health Benefit Plan includes Emergency Medical Coverage. For further information about this coverage contact:

Staff Benefits Office telephone 474-7428

In the event that you require Emergency Medical Coverage, you should report your claim to Global Medical Assistance (Medex). Medex provides assistance to staff members in emergency situations and assists them in locating the nearest most appropriate physicians, and healthcare facilities. Coverage is also extended for travel within Canada if you are 500 KM or more from home. You should carry the Medex Card with you when travelling. Emergency phone numbers are located on the back of the card. If you have lost your card please call the Staff Benefits Office.

You should be aware that war exclusion clauses exist in the insurance contracts for group, health, accidental death and dismemberment, long term disability and dental plan coverage. The war exclusion clause is intended to protect the insurer against mass claims of a catastrophic nature. Great-WestLife advises that the circumstances of a claim will be adjudicated on the circumstance of the particular claim.

If you have inquiries about your coverage you should contact Great-West Life Benefit Payment Office directly at 942-3589 or 1-800-957-9777 (in Canada and the U.S.) and select the option to speak with a client service representative in the out-of-country claims department.

Specific Location Travel Risk

In all circumstances of University funded or sponsored travel, the University expects that risks associated with travel and the destination be researched and considered in advance of the travel by the individual(s) participating in the travel. Travelers are required to make themselves aware of the potential travel risks and to make an informed decision of whether to travel.

Travel risks are dynamic and may change rapidly. At this time, the Department of Foreign Affairs and International Trade (DFAIT) advises of the serious risks posed by travel to various locations including Afghanistan, Nepal, Israel, West Bank and Gaza, Iraq, India and Pakistan. Many other locations in which University funded or sponsored activity takes place may also pose serious risks.

Individuals seeking information about specific countries and areas should refer to:

, DFAIT (<http://www.dfait-maeci.gc.ca/>).

Travel to Locations Posing Significant Travel Risk

The University of Manitoba advises against travel to locations in or near those that have been identified by The Department of Foreign Affairs and International Trade as posing serious travel risk to an individual. Any member of the University community (staff, faculty, researcher or student) has the right to choose **not** to travel to locations where related risks to personal security and safety are of concern to that individual. **In particular, no staff, faculty, researcher or student is required to travel to locations or remain in locations that are experiencing political uprisings, are experiencing natural disaster or are in the midst of violence or war.**

Students Engaged in University funded or sponsored Travel Activity

Students are responsible to research potential travel risks and to make an informed decision of whether to travel or not. Students preparing for international travel should contact the International Centre for Students for more information.

, International Centre for Students telephone 474-6736
e-mail: ics@umanitoba.ca, <http://www.umanitoba.ca/students/ics/>

Students concerned about academic consequences of choosing not to travel should consult with their academic adviser, the Student Advocacy Office, the Vice-Provost (Student Affairs) or directly with the Vice-President (Academic) and Provost.

Responsibility of Those Administering University funded or sponsored Travel Activity

The University expects that good judgement will be exercised by the individual(s) involved in authorizing or administering University funded or sponsored travel. In all cases where students are involved in University-sanctioned or sponsored travel, the administrator of the travel may exercise discretion and restrict the travel on the basis of serious potential risk to the safety and security of the student(s).

The administrator of the travel is responsible for ensuring that the student is informed of potential risks relating to the travel activity. Furthermore, the administrator is also responsible for ensuring that the student is aware of his or her right to choose **not** to travel as well as his or her responsibility to assess and accept the risks they face in undertaking the University-sanctioned or sponsored travel. The University Release and Waiver Forms and a checklist such as the Overseas Program Checklist for University of Manitoba Students should be used. Contact the International Centre for Students for more information about the release and checklist.

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