



## Medicine Hat College Procedure FIELD TRIP

Procedure #: PR-AC-07-01  
Procedure Authority: Deans  
Executive Sponsor: Vice-President, Academic and Provost  
Approved by: Vice-President, Academic and Provost  
Effective Date: September 13, 2023

### 1. PURPOSE

This procedure provides direction and designates responsibilities for employees for the initiation, preparation, and approval of a local or international field trip.

### 2. SUPPORTING

- AC-07 Field Trip (the **Policy**)

### 3. DEFINITIONS

All terms used throughout these procedures shall have the meaning ascribed to as such under the Policy.

### 4. PROCEDURE

#### 4.1. DOMESTIC FIELD TRIPS

Step	Action	Responsibility
1.	Complete Field Trip Request and Approval - Domestic (Attachment A) and submit to respective dean, dean's designate, director or manager for approval a minimum of 14 days prior to departure.  Retain a copy of the approved field trip request and provide a copy to the Executive Director, Corporate Finance.	Field Trip Leader
2.	Conduct trip briefing covering the policy and appropriate trip details with all trip members prior to departure.	Field Trip Leader

#### 4.2 INTERNATIONAL FIELD TRIPS

Step	Action	Responsibility
<b>EXPLORATION/PRELIMINARY STEPS</b>		
1.	Review applicable policies (AC-07 Field Trip policy, FN-01 Travel and Expenses policy, 4.16 International Travel policy) and relevant processes with Office of International Education.	Field Trip Leader
2.	Consider and research destination and gauge student interest.	Field Trip Leader
3.	Discuss potential travel plan with dean.	Field Trip Leader
4.	Explore partner interest (if applicable).	Office of International Education
5.	Consider government funding opportunities.	Office of International Education/Field Trip Leader

Step	Action	Responsibility
<b>TRAVEL PROPOSAL AND APPROVAL</b>		
1.	Complete International Field Trip Request (Attachment B) and submit for signatures.	Field Trip Leader/dean/vice-president

Step	Action	Responsibility
<b>TRAVEL PREPARATIONS</b>		
1.	Complete International Field Trip Plan and Approval (Attachment C) and list of required documents.	Field Trip Leader
2.	Distribute relevant documents to students and collect upon completion.	Field Trip Leader
3.	Create itinerary.	Field Trip Leader and International Office of Education
4.	Book flights and accommodation in accordance with FN-01 Travel and Expenses policy. (n.b. where possible, all participants should aim to travel together under the same itinerary).	Field Trip Leader
5.	Communicate with students regarding medical insurance.	Field Trip Leader/Office of International Education
6.	Communicate any major changes to travel plans to the approving dean at the time of change.	Field Trip Leader

**MEDICINE HAT COLLEGE PROCEDURE – FIELD TRIP**

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<b>FINAL APPROVAL</b>		
1.	Complete International Field Trip Plan and Approval (Attachment C) and submit for signatures for final approval a minimum of 14 days prior to departure.	Field Trip Leader

<b>Step</b>	<b>Action</b>	<b>Responsibility</b>
<b>PRE-DEPARTURE</b>		
1.	Deliver pre-departure information sessions and ensure students attend.	Field Trip Leader/Office of International Education
2.	Provide a copy of the travel plan, with any changes, to the dean and Office of International Education prior a minimum of seven days prior to departure.	Field Trip Leader
3.	Develop communication protocols to ensure group is in contact as required.	Field Trip Leader/Office of International Education

**5. ADDITIONAL INFORMATION**

- Domestic Field Trip Request Form
- International Field Trip Request Form
- International Field Trip Plan and Approval

***ORIGINAL COPY SIGNED***

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Nancy Brown  
Vice-President, Academic and Provost

Date: September 13, 2023

**DOCUMENT HISTORY**

- March 2018            Procedure approved
- September 2023    Revised Procedure approved