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#### **OUT OF COUNTRY TRAVEL PROCEDURES (Business**

#### Procedure 8.4)

KCTCS employee (faculty/staff) traveling out of country as part of their regular position responsibilities must:

- Complete and submit a KCTCS Out- of -Country Travel Authorization form with required college and/or system office approval signatures. This form should be submitted to the KCTCS Global Studies and International Partnerships Office (GSIP) for approval by KCTCS Chancellor before any travel arrangements are made.
- Notify KCTCS Facilities Management Insurance Coordinator in writing at least three weeks prior to departure to insure proper liability coverage during the travel out of country.

KCTCS employee (faculty/staff) coordinating (leading) an out of country travel group/class trip, etc. as part of their regular position responsibilities must:

- Complete and submit a KCTCS Out of Country Travel Authorization form with required college and/or system office approval signatures. This form should be submitted to the KCTCS GSIP Office for approval by KCTCS Chancellor before any travel arrangements are made. This form must be completed for each KCTCS employee participating as part of their position responsibilities.
- Contact KCTCS Facilities Management Insurance Coordinator as part of the planning process for the trip, prior to ANY advertisements/announcements regarding the trip/or solicitation of vendors/participants.
- Notify the KCTCS GSIP Office in writing of the trip details and list of tentative participants to date at least two weeks prior to departure.
- O Notify the KCTCS GSIP Office and the KCTCS Facilities Management Insurance Coordinator in writing the list of final participants prior to departure for travel.

### **KCTCS International Travel Guidelines 2011**

KCTCS student (non-employee) going out of the country as part of a recognized, sponsored KCTCS academically related class program:

o If the student is participating in a study abroad program, the coordinating faculty member is responsible for notification to the KCTCS GSIP Office.

## KCTCS Overseas Study Program PARTICIPANT RELEASE FORM

I, (ple abroad in through the following KCTCS Overseas	sase print), being over the age of eighteen (18) desire to study Study Program:
I understand that I will travel via commercial airlin	nes.
	gn country that I will be subject to the laws of that country. I agree th the regulations of the (college) and my study abroad program.
I further understand that I am solely responsible for withdrawal from the program prior to its completic	or any and all costs arising out of my voluntary or involuntary on.
I also certify that I have health and hospitalization	insurance which is applicable abroad.
myself, my heirs, successors or assigns, hereby releagents, servants and employees, from any and all c	to participate in this student exchange program abroad, I for ease and hold harmless the {college}, its Board of Directors, claims, demands, causes of action or damages which may accrue amage or death arising out of my participation in the program, e negligence of the aforesaid parties.
<u> </u>	eign travel in the student exchange program, such as: terrorism, neirs, successors or assigns, hereby assume any all risks attendant
Signature	Date
Witness	Date

# KCTCS Overseas Study Program EMERGENCY CONTACT Information Form

Name:	PeopleSoft ID # :	
Phone:	E-Mail:	
Departure from the US:		-
Person in the U.S. we may co	ontact in case of emergency:	
Name:	Relationship:	
Address:		
Phone: (Home)	(Work)	<del></del>
Fax:	E-mail:	