

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 5800-10-02 LGL 2010-0011
TITLE: OUT OF COUNTRY TRAVEL EFFECTIVE DATE: March 20, 2010 REVISION EFFECTIVE DATE: N/A	

1.0 GENERAL

1.1 Travel outside of the United States of America generates unique and unusual hazards. The Risk Management Department ensures that these hazards are mitigated through various means. As a result, the Risk Management Department must have knowledge of any impending City of Spokane business-related travel by employees outside of the United States of America prior to that travel taking place.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy and procedure shall apply to all City officers and employees in all City divisions and departments.

3.0 REFERENCES

None

4.0 DEFINITIONS

None

5.0 POLICY

- 5.1 For insurance purposes, notice regarding planned business-related out of country travel for the City of Spokane shall be given to the Risk Management Department two (2) weeks prior to the planned trip in order to allow review and mitigation of possible risks of travel to the employees and/or City property.

6.0 PROCEDURE

- 6.1 The Out of Country Travel Form is located on the Risk Management Department's IShare website.
- 6.2 The officer or employee shall fully and accurately complete the Out of Country Travel Form and send it to the Risk Management designee a minimum of two (2) weeks prior to the planned travel.
- 6.3 The Risk Management Department shall review the proposed travel for possible hazards to be mitigated.
- 6.4 The form will be counter-signed by the Risk Management Director and returned to the appropriate department head before travel can be initiated.
- 6.5 The approved Out of Country Travel Form shall then be attached to the travel authorization form before that form is accepted by the Accounting Department.

7.0 RESPONSIBILITIES


The Risk Management Department shall administer this policy.

8.0 APPENDICES

Out of Country Travel Form

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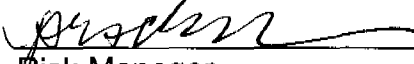
APPROVED BY:



City Attorney (ARST)

3-5-10

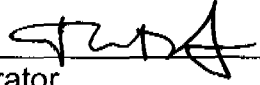
Date



Risk Manager

03/05/2010

Date



City Administrator

3/5/10

Date

**City of Spokane
Out of Country Travel for Business**

Complete this form and return to City Risk Manager 2 weeks prior to travel.

Employee _____ **Department** _____

Dates of Travel: Leave _____ Return _____

Method of Identification (Passport, Enhanced DL) _____

Destination City and Country _____

Lodging _____

Purpose of Travel _____

Method of Travel

Airplane Commercial or Charter _____

Automobile If City Vehicle, VIN # _____

Train

Passengers

Name _____

City Employee? _____ Driver? _____ Passport? _____

Name _____

City Employee? _____ Driver? _____ Passport? _____

Name _____

City Employee? _____ Driver? _____ Passport? _____

All information on this form is correct and true to the best of my knowledge.

Employee Signature Date

Risk Management Date