

## INFORMATION FOR SELF EMPLOYMENT PARTICIPANTS REQUESTING TO TRAVEL OUT-OF-PROVINCE OR COUNTRY

- 1) In exceptional circumstances permission to travel outside the province or country to seek expert advice and/or acquire material that supports the successful development and implementation of the SE business may be granted.
- 2) Only Service Canada representatives can approve requests to travel out-of-province/country. SE Coordinators provide a recommendation to Service Canada on whether they support the request or not, along with a detailed rationale for their recommendation.
- 3) Prior to requesting approval from Service Canada to travel out-of-province, SE participants must obtain a recommendation from their SE Coordinator. The SE Coordinator must also document/provide Service Canada with information on how they will monitor the SE participant's business while the participant is away from home.
- 4) SE participants must have Service Canada's approval **prior** to leaving the province or country and they must demonstrate that the purpose of carrying out activities outside of BC/Canada is directly related to developing and implementing their business plan.
- 5) An eligible SE participant may obtain special authorization to conduct business-related activities outside the province/country only if s/he can demonstrate that such advice and/or material cannot be obtained in BC/Canada or would be less costly if taken outside the province/Canada, and is crucial to the successful development and implementation of the business.
- 6) SE participants intending to work on their business outside of the province/country should identify their intention to travel in their business plan and include travel details such as destination, frequency and time period. Requests for travel which are not identified in the business plan, however, may also be considered on a case-by-case basis.
- 7) SE participants will be required to complete an **Out-of-Province Travel Request** form, which includes a detailed itinerary. This form must be completed at least **three** weeks prior to the date of departure. Travel requests will only be considered once all of the required information is provided by the SE participant.
- 8) Being away from BC/Canada does not alleviate the responsibility of the SE participant. S/he will have to demonstrate that s/he is devoting all efforts full time (at least 35 hours/week) at implementing his/her business plan.
- 9) SE participants must notify their business advisor **immediately** upon their return from travel and a detailed post-trip report must be submitted **within 2 weeks** upon returning.
- 10) No paid vacations are permitted during the 48 weeks of the SE client agreement. If an SE participant wishes to request **unpaid** vacation during the life of their SE agreement s/he must receive a recommendation from the SE Coordinator and subsequent approval from a Service Canada representative **prior** to starting the vacation.
- 11) Participants are advised not to travel/work in places that Foreign Affairs Canada advises against in their travel advisories: [www.dfait-maeci.gc.ca/travel/menu-en.asp](http://www.dfait-maeci.gc.ca/travel/menu-en.asp)