INDIVIDUAL OVERSEAS TRAVEL APPROVAL FORM

1. INFORMATION ON APPLICANT:

Name: _____ **Payroll No:** _____

Post title: _____ **Post No:** (If Necessary) _____

Section/Unit: _____ **Provincial Council:** _____

Has applicant been overseas on official duty on previous occasions: Yes/No (If yes, please attach details)

2. JUSTIFICATION AND DURATION OF ABSENCE:

Purpose of the travel: _____

_____

_____

Duration of proposed Travel: From: _____ **To:**

What benefit will the Province get from your travel? _____

_____

3. PLACES TO BE VISITED-DETAILS AND DATE *(Please attach a complete itinerary)*

Places/institutions	Dates - from/to	Brief details of purpose at each place

4. ACTING ARRANGEMENTS DURING THE OFFICER'S ABSENCE (IF ANY)

Name: _____ **Post title:** _____

Post No: (If Necessary) _____ **Salary:** _____

5. COST OF PROPOSED TRAVEL

How will the proposed travel be funded eg. Provincial Council Budget or Donor etc

_____

Total estimated travel cost: _____ **Total Acting Allowance to be paid:** _____

PROVINCIAL COUNCIL FORM 4-5

I hereby apply for approval for overseas travel and agree to submit a detailed report on the benefits to Vanuatu to my Secretary General and President within one month of my return.

Applicant's Name:_____ **Signature:**_____
Date:_____

TO BE COMPLETED BY THE PROVINCIAL COUNCIL

I certify that:

- the proposed travel is business related and will be of benefit to the Provincial Council of _____;
- funds are available to cover the cost of travel and the payment of an acting allowance, if applicable; and
- I will ensure that the officer submits a detailed report of the benefits of the travel to the Provincial Council of _____.

and accordingly, I recommend approval be given for the officer to travel overseas for the purpose indicated.

Secretary General - Name:_____ Signature:_____

Name of the Provincial Council: _____ Date_____

I support the Secretary General's recommendation.

President - Name: _____ Signature_____

Name of the Provincial Council: _____ Date_____

The travel above is approved/not approved