

INDIVIDUAL OVERSEAS TRAVEL APPROVAL FORM

1. INFORMATION ON APPLICANT:

Name: _____ Payroll No: _____

Post title: _____ Post No: _____

Department: _____ Ministry: _____

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 Vanuatu 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: _____ Salary: _____

5. COST OF PROPOSED TRAVEL

How will the proposed travel be funded eg. Ministry or Departmental Budget or Donor etc

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

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

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

TO BE COMPLETED BY DEPARTMENT/MINISTRY

I certify that:

- the proposed travel is business related and will be of benefit to the Government of Vanuatu;
- 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 Government of Vanuatu.

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

Director - Name: _____ Signature: _____

Name of Department: _____ Date _____

I support the Directors recommendation.

Director-General - Name: _____ Signature _____

Name of Ministry: _____ Date _____

TO BE COMPLETED BY THE PUBLIC SERVICE COMMISSION

The travel above is approved/not approved

Name of Secretary of PSC: _____

Signature: _____ Date _____