

## Form 2 - Foreign travel and associated expenditure approval (occasional travel)

For use by teams not listed in Guide 1 – and therefore without prior agreement of the need for overseas travel. For more guidance, see the Foreign travel, gifts and hospitality policy.

### Employees planning to travel:

Employee name(s):	Job title(s):
Sonia Davidson-Grant	Executive Director for Place Commissioning

### Purpose/reason justifying the visit:

#### Details:

We have been invited to attend a workshop in Trier, German entitled

#### **MARSS [Material Advanced Recovery Sustainable Systems] 1<sup>st</sup> Public Workshop**

To be held at Regent GMBH, Mertesdore, Germany on Monday 6<sup>th</sup> October 2014.

The MARSS plant successfully runs along side the existing Mertesdorf MBT (based on the Herhof process) plant and is the first to demonstrate the production of a high quality biomass fuel from MMSW with a 98% purity and suitable for heat and power production in Biomass CHP plants. Other options to be explored is co-combustion with sewage sludge and the extraction and recovery of added value elements such as phosphorus.

### Anticipated value / benefit to ECC / Essex:

#### Details:

A greater understanding of available technologies/approaches to reduce the costs of waste to the council and a range of contacts to develop potential strategic alliances

**Details of visit – dates, itinerary, people/organisations to be visited:**

Include also potential engagements –state not yet finalised where this is the case.

**Details:****Sunday 5<sup>th</sup> October – depart 19:45**

Sunday flight from London Stansted to Frankfurt Hahn Airport

Taxi journey approximately 50 mins according to conference organisers

Hotel Weingut Weis  
Eitelsbacherweg 4  
54318 Mertesdorf, Germany

**Monday 6<sup>th</sup> October**

Conference during the day and networking meal in the evening [No Charge]

**Tuesday 7<sup>th</sup> November – depart 06:30**

Flight from Frankfurt Hahn to London Stansted 06.30

**Estimated costs:**


Refer to policy for key areas, eg travel, accommodation, hospitality, gifts if required, and so on. Add information needed to give a clear understanding of the visit and likely expenditure.

Item:	Notes:	Cost estimate:
Travel	Flight Costs Are Approximate £137.68 [prices can vary each day]	
Accommodation	EUR £82.50 per night x 2 £165	
Chelmsford to Stansted travel Frankfurt Airport to Hotel and return journey	Approximate Taxi costs to and from Stansted from Chelmsford £60 Unknown taxi costs to and from Hotel from Frankfurt Hahn Airport	



**Authorised by:**

**1. Executive Director:**

Name	Signature	Date
JOANNA KILLIAN		10/9/14

**Comments:**

**2. Chair or Member representative of Member/Officer Foreign Travel Committee:**

Name	Signature	Date

**Comments:**

The authorising Member will return this form to the Executive Director to copy to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate Services.

