

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

For use by teams not listed in Guide 1 who do not have 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):
David Wilde	Executive Director Place Operations and CIO

Purpose/reason justifying the visit:

Details:

To represent Essex on a Europe wide agenda regarding information governance, security and assurance as we are internationally recognised as a leader in these fields and to inform international thinking in these critical areas as one of the keynote speakers.

Anticipated value / benefit to ECC / Essex:

Details:

This engagement continues to build on our already strong reputation and positioning in the field of information and provides the opportunity to shape thinking in an ever more critical arena around collaboration, security and intelligence. Essex also has direct connections with some of the countries involved in this field through our ports and airports, in turn linked to information security and sharing around logistics and law enforcement which will become more important as we become more digitally enabled.

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

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

Details:

1 -3 March 2017 Berlin, agenda and other details contained in the attached document

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. Show actual costs where known. Where actual costs are not available in advance, please give estimates and then update the actual costs upon your return – see below.

Item:	Notes:	Cost - £ estimate:	Cost - £ actual:
Travel	No costs to the council as all travel and accommodation are being paid for by the organisers		
Accommodation			
Time	I will be happy to take the time away as annual leave to ensure there is no cost to the council		

Authorisation to travel:

The Executive Director will copy this form to each employee approved to travel. The Executive Director will also retain a copy and forward the original to the Executive Director for Corporate and Customer Services. If actual costs are not known before travel, please resubmit the updated form upon your return to the Executive Director, who will repeat the above process.

Executive Director:

Name	Signature	Date
Gavin Jones		13/01/2017

Comments:

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Prior approval of travel plans and budget is also required by the relevant Committee – see policy.

Approval of actual costs by Executive Director (after travel):

Name	Signature	Date

