

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):
Dominic Collins	Director of Economic Growth and Localities

Purpose/reason justifying the visit:

Details:

ECC hosts 5 employees (through their employment and the provision of their office space) on behalf of the East of England Local Government Association (EELGA). The team are employed to offer a presence and support services to support EELGA, its members and other third party partners to engage with European Union issues from Brussels. Dominic Collins holds line management responsibility directly for the Head of the Brussels Office and their team. EELGA have decided (as of Decision of its ruling committee in December 2018) to remove their funding for the presence in Brussels which will precipitate the closure of the Brussels office by September 2019. As host for the employees, ECC is responsible for the closing down of the Brussels office. Dominic Collins therefore needs to consult with the staff involved and discuss next steps with them.

Anticipated value / benefit to ECC / Essex:

Details:

The trip is focussed on supporting the 5 ECC employees that run the Brussels office for EELGA as they come to terms with the closure of the office and the next steps involved for them through a formal ODP facilitated staff consultation process.

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

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

Details:

The visit will be completed in 1 day:
Eurostar from St Pancras to Brussels, leaving at 08:16 on the 16th January 2019 and returning from Brussels to St Pancras on the 17:56 on the 16th January 2019.

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	Outward bound Eurostar ticket £39, return Eurostar ticket £44 (not including train travel within the UK to and from St Pancras station)	£83	£138
Accommodation	none		

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
Mark Carroll		8 January 2019

Comments:

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
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