

## 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):
Gavin Jones	Chief Executive

### Purpose/reason justifying the visit:

#### Details:

13/01/2020:

To attend the first Young Universities for the Future of Europe (YUFE) Mayors and Rectors meeting in Maastricht City Hall with the Vice Chancellor of the University of Essex.

This is to celebrate the YUFE being selected as Europe's top-scoring Universities Initiative. Ten young universities from Europe have agreed to work towards integrating into one single European University alliance that's open to anyone. YUFE aims at contributing to the European profiling of cities/regions, making them even more attractive and competitive and provide local youth and citizens with Europe-wide opportunities in education, employment, intercultural exchange and intergenerational support.

ECC have worked with the University of Essex on this project

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

#### Details:

Attendance at this event has been requested by the University and will strengthen ECC's relationship with the University of Essex and assist with planning for the future of young people in Essex.

The University are paying the full costs of the trip, the only cost to ECC would be mileage between County Hall and Stansted airport which the Chief Executive would be entitled to claim in accordance with national terms and conditions of employment.

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

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

**Details:**

Flight (Ryanair) – 12/01/20

Departs Stansted: 19:20 pm

Arrives Eindhoven: 21:30 pm

Taxi from Eindhoven airport to Maastricht City Hall

Return journey – 13/01/20

Taxi from Maastricht venue to Eindhoven airport

Flight (Ryanair)

Departs Eindhoven: 21:55

Arrives Stansted: 22:05

Accommodation: 12/01/2020 (Maastricht)

Accommodation: 13/02/2020 Hotel/parking: Stansted Airport

**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	There is no cost to ECC: University of Essex are paying for the flights and transfers.	Nil to ECC	
Accommodation	Hotel/parking: Stansted Airport on 12/01/20 University of Essex are paying for the accommodation and parking costs.	Nil to ECC	

**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.

**Section 151 Officer / Monitoring Officer:**

Name	Signature	Date
Paul Turner	Paul Turner	9 December 2019

**Comments:**

This will help strengthen relations between the university and ECC and is being arranged at no cost to ECC.

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