

## 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):
Children and Families staff x2	(Tba)

### Purpose/reason justifying the visit:

#### Details:

##### Details

The Chernobyl Children's Project have approached ECC to ask for specialist support to assist their work in Belarus. They work with government officials in the country to promote the use of foster care rather than institutional care for children in care. They have asked for specialist input to enable them to promote good fostering practice to government officials and to train prospective foster carers who have indicated an interest in caring for children with disabilities as well as younger children.

**Location:** The request is for x 2 members of ECC Staff to visit Belarus/Minsk for a week in March 2019. The work will be funded by the UK Embassy and travel and accommodation will be provided.

**Duration:** 1 week in March 2019 - tbc

**Objectives:** As above, to promote good quality foster care for the huge numbers of children in care in the country. To focus, in particular, on the benefits of foster care for children with disabilities and younger children.

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

#### Details:

Travel food and accommodation will be covered by the CCP following award of a grant by the UK Embassy for this work. The work will be a platform for the subject matter expertise that ECC have in this area and it is very possible that this will lead to further work in the country.

### 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 final details have yet to be confirmed but the trip will be before the end of March 2019. The trip will require x 2 members of ECC and this will be determined following a further scoping meeting at the end of 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	Paid for UK Embassy	Nil	
Accommodation	Paid for UK Embassy	Nil	

**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
Helen Lincoln		14.1.19

**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

