

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): |
|--------------------|----------------------------|
| Lesley Cruickshank | Quality Innovation Manager |
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Purpose/reason justifying the visit:

Details:

Presentation of The Health Foundation funded Prosper project at the International Forum on Quality & Safety in Health Care 3 day conference in Gothenburg, Sweden. The Health Foundation have asked for us to promote the project as part of the grant award. The visit is fully funded by the Health Foundation grant.

Anticipated value / benefit to ECC / Essex:

Details:

£700 value

Promote the work of the Prosper project, which is part of the Health Foundation's National Closing the Gap in Patient Safety programme. Part of the Health Foundation grant award requirement is to facilitate spread of the learning from the quality improvement programme.

This is fully funded by the Health Foundation.

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

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

Details:

Tues 12th April 2016– set up presentation poster at the Conference centre, Gothenburg, Sweden
Wed 13th April to Fri 15th April 2016 – present poster at 4 designated times throughout the day and be available to answer questions throughout the 3 day conference.

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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 | Flights to/from Stanstead airport to Gothenburg, Sweden | £100 |
| Accommodation | 3 nights hotel accommodation near the conference centre | £500 |
| Car Parking | Airport parking for 4 days | £80 |
| Transport | To/From Gothenburg airport to hotel accommodation | £40 |
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| | | |

Authorised by:**Executive Director:**

| Name | Signature | Date |
|--------------|--------------|---------|
| MARGARET LEE | Margaret Lee | 8/2/16. |

Comments:

The project contributes to our corporate outcomes and is fully funded by external sources.

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. Prior approval of travel plans and budget is also required by the relevant Committee – follow the Foreign travel, gifts and hospitality policy.