

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):
Jason Kitcat	Executive Director

Purpose/reason justifying the visit:

Details:

Attendance at GovTech Summit in Paris.

Anticipated value / benefit to ECC / Essex:

Details:

This will be the largest gathering of government technology providers and experts in Europe. It will provide a rare single day opportunity to ascertain the opportunities for Essex from emerging providers and to learn from other authorities across the continent. Of particular value is the events focus on start-up and early stage government focussed tech start-ups which are often to find amidst the noise of the usual big players. So there will be opportunities to learn, discover new opportunities and build Essex's reputation on larger stage.

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

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

Details:

Date – 12th November

Attendance at GovTech Summit in Paris taking place 0800 am - 1900 pm

One day, +90 speakers, covering topics from transport to healthcare, security to international development and e-government to citizen engagement; 100s of start-ups & policy-makers - an unmissable GovTech gathering!

Reimbursement for the cost of one day train travel ticket

Reimbursement of taxi fee (station to venue/return journey) as the venue for the summit is approximately 20 minutes away

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	Train from Chelmsford – London St Pancras return Eurostar from London St Pancras – Paris return Taxi fee: Eurostar Paris to Summit venue (approx. 20 mins) and return journey	40 euros return	115.00
Accommodation	N/A		

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, Chief Executive		28/08/2018

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