

## 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):
Helen Lincoln	Executive Director for Children, Families & Education

### Purpose/reason justifying the visit:

#### Details:

The Children and Families Advisory Support Service (Cafcass) supports the Foreign and Commonwealth Office programme that aims to improve the standards of child protection in the British Overseas Territories. ECC have been approached to see if we would like to deploy one or two of our staff on a three-month deployment in the Turks and Caicos Islands in the role of Practice Mentors, from January to March 2019. Helen Lincoln has been asked to carry out the final evaluation on behalf of the Foreign and Commonwealth Office.

**Location:** Providenciales, Turks and Caicos Islands, Western Caribbean

**Duration:** 5 days from 25-29 March

**Objectives:** Final evaluation – including decisions about next steps and a 2019/20 support and improvement plan.

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

#### Details:

All expenses for the trip are paid for by the Foreign and Commonwealth Office.

### 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 would be from the 25-29 March for the final evaluation, including decisions about next steps and a 2019/20 support and improvement plan.

### 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 in full by the Foreign and Commonwealth Office	Nil	
Accommodation	Paid for in full by the Foreign and Commonwealth Office	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
Gavin Jones		21/12/2018

### 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