

## ***OVERSEAS TRAVEL POLICY FOR GOVERNMENT OFFICIALS***

Vide Cabinet Conclusion **No. 704 of May 12, 2014**, this policy is now in effect.

### **1.0 Introduction**

Public Officers and Agents of Government (those persons who are not public officers, but are representing Government), in the course of their duty, may be required to promote Government's interest internationally or travel abroad for training and development purposes.

This Policy is designed to communicate clear and concise procedures to all Public Officers and Agents of Government travelling on duty overseas, as well as those managers authorising such persons for travel.

### **2.0 Guiding Philosophy**

It is the policy of the Government to provide developmental opportunities to Public Officers both in country and overseas in a fair and equitable fashion; to facilitate overseas travels to regional and international meetings, conferences and the like; to exercise the strictest economy and accountability in utilising public funds to finance such overseas travels; and to ensure that these funds realise tangible benefits to the State.

### **3.0 Objectives**

The objectives of this policy are to:

- a. enable Government to keep expenditure for official overseas travel at a minimum, properly controlled and accounted for, including appropriate justifications;
- b. ensure that the most effective use is made of Government funds or funds from any other entity, for overseas travel;
- c. guide the selection process from identification through nomination to ensure consistency, fairness; equity and optimal use of overseas travel opportunities;
- d. enable Government to achieve a return on its investment;
- e. communicate the responsibilities of Public Officers and other Agents of Government travelling on duty overseas;
- f. outline the procedures to be followed in applying for and authorising travelling on duty overseas; and
- g. provide an established point of reference for use in formulating, reviewing and updating any related policy and procedures.

### **4.0 Applicability**

This Policy applies to all Officers holding or acting in any office of emolument in the Public Service and any person acting as an Agent of Government. Wherever, it is stipulated, the Policy shall be applicable to Ministers, Parliamentary Secretaries and other members of the Parliament.

### **5.0 Interpretation**

1. *Official Overseas travel or travel on duty overseas refers to any travel by air or sea outside of mainland Grenada by Officers and Agents pursuant to their duties on behalf of the State. It may include any travel overseas to participate in a training course or the like or attend to Government business.*

2. Government sponsored refers to any overseas training, workshop, conference, meeting or the like endorsed by Government where financial, time-off or any other means of support is granted by government for participation.

This Policy also addresses travel to Carriacou and Petite Martinique.

## **6.0 General Provisions**

1. All Permanent Secretaries, Heads of Department and Agents of Government are required to make every effort to minimise the cost of official overseas travel. Hence, all forms of communication, for example, teleconferencing and videoconferencing, must be explored as an alternative to overseas travel in order to minimise costs.
2. Consideration should be given to whether or not attendance at training courses, meetings, workshops, seminars, conferences and the like, outside mainland Grenada is absolutely necessary. If attendance is unavoidable, then the minimum number of persons should be sent.
3. To the extent that it is possible, the frequency of travel is to be kept at a minimum as there are implications for the timely completion of work assignments whilst officers are travelling on duty overseas. Attendance should be based on: the benefits to be derived; obligation to be satisfied; or whether the Agent or Officer's presence is critical to the outcome of the meeting, conference and the like.
4. No one should be selected for back to back or multiple occasions to travel on duty overseas for events such as training and the like, unless he/she is there in the capacity of a resource person, an expert or focal point. Even in such cases, considerations shall be given to the availability of other resource personnel. There may also be an exception to this rule, if the training course is one in a series to be completed by the Officer or Agent. The same conditions will apply where

the Officer is travelling on duty overseas. Every opportunity will be afforded as many Officers or such other persons to benefit from such opportunities.

5. Attendance at overseas courses, meetings, workshops, conferences and the like, is not to be approved unless it is essential to the effective performance of an Officer's functions and required to meet the Ministry/ Department's needs; or there is a benefit to be derived by the State.
6. The Travelling and Subsistence Allowances Act Cap. 327 and regulations governing travelling and allowances shall apply.
7. There will be a cost-sharing arrangement for Officers and Agents of Government travelling on duty overseas, where such travel is not fully funded by an external agency.

## **7.0 Approval Procedures**

Officers, Agents, Permanent Secretaries and Heads of Department are to adhere to the following **Approval Procedures**:

1. All official overseas travel **must be approved by the Cabinet (Government of Grenada Memorandum, 2011), with the exception of travel to Carriacou and Petite Martinique.** Such travel to Carriacou and Petite Martinique will be approved by the **Permanent Secretary/ Head of Department.**

All requests for travel to Carriacou and Petite Martinique on the Osprey Lines must be made through the Ministry of Finance and Energy (Cabinet Conclusion # 1159, September 2, 2013).

2. Requests for permission to travel on duty overseas are to be submitted no later than six weeks prior to the intended date of travel to allow consideration and approval and take advantage of purchase discounts and improve chances of securing training slots.
3. The DPA, as the central agency responsible for training, shall receive and process all correspondence on generalist training involving Grenada's participation.
4. All correspondence involving the participation of Grenada in generalist and technical training workshops and the like should be addressed to the Permanent Secretary or Head of Department of the respective Ministry or Department.

In the case of Ministers correspondence will be addressed to them personally. However, to facilitate the administrative requirements for the Minister's travel the Permanent Secretary must be provided with the information to prepare a submission to Cabinet for the approval of the Minister's impending overseas travel and concomitant allowances. On receipt of Cabinet's approval, the Permanent Secretary will facilitate the processing of all travel arrangements.

5. The Permanent Secretary or Head of Department will circulate the correspondence to the relevant Division/Unit and invite nominations from the Head of Division/ Unit within his/her Ministry. Consideration should also be given to other Ministries/Departments to which the workshop or the like may be applicable.
6. The Permanent Secretary or Head of Department, after considering the recommendation of the Head of Division/ Unit, the needs of the Ministry/ Department, and other Ministry-related issues, shall determine the relevant Officer to attend and shall seek the approval of Cabinet for the Officer's participation at the training workshop and the like, or to travel on Government

business overseas. A set of Selection Criteria to aid the Head of Division/ Unit, Permanent Secretary and Head of Department in the decision making process is contained in Appendix 1.

7. In the case of short-term awards and fellowships, the DPA or a *Training Awards Committee*, shall recommend to Cabinet, those candidates identified to pursue overseas short-term awards and fellowships.
8. Cabinet submissions requesting an Officer or an Agent to travel on duty overseas *must* indicate:
  - a. the purpose and benefit of the proposed travel, its date and duration; funding source and whether there is budgetary provision if expenses are to be borne by Government; and
  - b. whether the Officer or Agent has complied with the requirements of previous overseas official travel, including but not limited to, the preparation of reports and/or the delivery of training to other Officers and other stakeholders.
9. It is the responsibility of the Permanent Secretary or Head of Department to seek the approval of the Public Service Commission for leave of absence for the Officer to travel on duty overseas.
10. At the point of requesting permission to travel on duty overseas, the Officer must indicate any private travel arrangements to remain abroad in the itinerary. Personal leave associated with such private arrangements must be sought, obtained and presented when the authorisation for overseas travel is sought.
11. It is the responsibility of Permanent Secretaries to obtain the approval of their Ministers on matters of travel and training that will come before the Cabinet for consideration.

12. Agents of Government, including Ministers, wishing to travel on duty overseas shall seek the approval of the Cabinet prior to leaving the State.
13. All Overseas Travel Requests shall be made on the approved form detailed at Appendix 2.

### **8.0 Sources of Funding for Overseas Travel**

Cheltenham (2007) identified some of the Sources of Funding hereunder listed:

1. The Government itself;
2. Approved International and Regional Agencies and to which new agencies may be added from time to time. If a Regional or International Agency is funding an Officer or Agent's travel on duty overseas care must be exercised to ascertain the level of funding to ensure an Officer or Agent will not be out of pocket. Where there is a shortfall, consideration should be given to whether Government can top-up the external funding thereby ensuring the official trip is fully funded; or whether the Officer or Agent may be reimbursed accordingly; or whether the Officer or Agent will finance this short fall;
3. A hybrid source of funding which may consist of a government and approved regional and international agencies covering areas such as airfare, hotel accommodation, per diem and incidentals; Funding from a Promotion Investment Fund or any variant thereof which may be established by the Government of Grenada; and
4. Self financing on the part of the Officer or Agent.

*All funding agencies should be identified and disclosed transparently for the information of the Cabinet.*

## 9.0 Reporting and Monitoring of Travel

1. Within **two (2) weeks** of resumption of duties, the Officer or Agent, as the case may be, must submit, a detailed written report to the Permanent Secretary or Head of Department, and where appropriate to the Cabinet. The written report must indicate, inter alia, the benefits of the meeting or training course for Grenada, the necessary follow-up to be undertaken and by whom, as well as any other relevant information including contacts and the coordinates of such contacts for follow-up.
2. Where an Officer or Agent is a member of a multi-member delegation attending one event, only one report is required. For training purposes, the multi-member delegation must collaborate on the preparation of training reports.
3. Where an Officer considers that the report or any section contains information that should not be made public this should be noted. The reasons for keeping the section(s) confidential should be clearly stated. Officers or Agents who have travelled on duty overseas involving legal or sensitive matters are not required to detail these issues in their written reports. Instead, they should be the subject of briefings with the relevant and competent authority, Head of Department, Permanent Secretary or Minister of Government.
4. Where the Officer or Agent is required to conduct follow-up training or any prescribed activity as a condition of his/ her attendance at the Government sponsored training course, this should be done within **two (2) months** of his/ her resumption of duties, or such time approved by the Permanent Secretary or Head of Department, prior to his/ her departure from Grenada.
5. A summary of official overseas travel undertaken by Officers in each Ministry/ Department must be prepared and published by the Cabinet Secretariat (repository of all approved overseas travel). Publications must be given to each

Permanent Secretary or Head of Department to assist him/ her to maintain a travel register, as stipulated in Statutory Rules and Orders No. 14 of 2010.

6. The publication in (5) above shall also be submitted to the Department of Public Administration. All such information may be used to identify potential trainers in specific disciplines or areas of competence within the Public Service; and hold Public Officers benefitting from Government sponsored training courses accountable for improved performance.
7. Ministers and other Agents of Government shall report on the achievements and follow-up matters emanating from their travels on duty overseas to the Prime Minister and their management teams.
8. The information required in (5) above is summarised in Appendix 3.

### **10.0 Preparation of Policy Briefs**

Technical Officers are to prepare policy briefs for Ministers and Agents of Government travelling on duty overseas. The briefs are to be well researched, reflect Grenada's position on the issue at hand and presented in a timely manner.

### **11.0 Medical Insurance Coverage**

It is useful for Officers and Agents to have medical insurance coverage when travelling on duty overseas. Such coverage may be needed in the event of a medical emergency. In some instances, international agencies insist of evidence of coverage before participants are approved for certain training courses.

Officers may access medical insurance coverage offered by the Public Workers Union Medical Plan to which the Government is a significant contributor.

## **12.0 Health and Safety**

### **1. Vaccinations**

Officers and Agents are to seek proper medical advice prior to travelling on duty overseas. If an Officer or Agent requires vaccination or preventative medication for such travel and these are not available at a Government-owned entity, an Officer or Agent can obtain the vaccination and preventative medication privately and have it administered at a Government-owned medical facility. In such a case, the Government will not absorb the cost of these vaccinations or preventative medicines.

### **2. Safety Measures**

Officers and Agents shall ensure that they can be reached by the Government at all times, where possible, whilst travelling on duty. It is the responsibility of the Officer and Agent to take all necessary precautions to remain safe whilst travelling on duty overseas. If Officers or Agents become aware of any safety or security risk whilst on such travels, they should notify the nearest Grenada Embassy or Consulate within or outside the country of travel.

It is a good practice to secure the coordinates of the Embassy or Consulate prior to travel. Moreover, it is also a good practice to alert the Embassy or Consulate, through the Ministry of Foreign Affairs, of travel plans in advance of travel.

## **13.0 Visas**

Officers and Agents wishing to travel on duty overseas must ensure that they satisfy all entry requirements including obtaining the correct visa to enter and remain in the Country. The Government will incur the cost of visas for only those persons holding Diplomatic or Official Passports. All other persons are required to fully cover the cost for a visa, unless it is granted gratis.

#### **14.0 Communication with Governmental Overseas Offices**

In order to facilitate proper coordination of Grenada's interests and activities overseas, an Officer or Agent travelling to a destination where there is a Grenada Embassy or Consulate shall through the Ministry of Foreign Affairs inform the relevant Embassy or Consulate of the imminent official overseas travel. If assistance is needed from an Embassy or Consulate, the Officer or Agent shall make such a request through the Ministry of Foreign Affairs, in the first instance. The itinerary and other useful information on the official overseas travel are to be provided to the Embassy or Consulate, through the Ministry of Foreign Affairs, prior to departure from Grenada.

#### **15.0 Baggage**

The Government will not incur any expenses for excess baggage. The Government shall **not** pay any reimbursement for excess baggage claims. It is the responsibility of the Officer or Agent undertaking official overseas travel to take every reasonable step to ensure that no excess baggage charges are incurred. Personal excess baggage shall be paid for by the Officer or Agent.

#### **16.0 Responsibilities**

The Responsibilities are outlined in Table 1.

**Table 1: Responsibilities of All Persons/Units/Division**

<b>Person/ Unit/ Division</b>	<b>Responsibility</b>
Cabinet	1. Approve recommendations for officers or Agents to travel on duty overseas and the associated costs.
Permanent Secretaries and Heads of Department	1. By way of circular, inform all Officers and employees in their respective Ministry/ Department of this Policy. 2. Monitor the application of this Policy to ensure compliance with the provisions and that it is

	<p>being fairly applied.</p> <ol style="list-style-type: none"> <li>1. Brief the relevant Minister on matters of overseas travel and training that will come before the Cabinet for consideration.</li> <li>2. Approve travel to Carriacou and Petite Martinique for Officers and Agents to travel on duty outside the State and to authorise the associated expenditure.</li> <li>3. Seek the approval of the Cabinet for Officers and Agents to travel on duty overseas and the associated expenditure.</li> <li>4. Ensure preparation of technical and policy briefs for Ministers, Permanent Secretaries/ Heads of Department, Senior Management, and Agents of Government who are travelling on duty overseas. Maintain an official Overseas Travel Register.</li> <li>5. Manage the performance of the conditionalities of the award or the Officer's attendance at the workshop and the like.</li> <li>6. Submit reports to the PSC where officers have been in breach of the Policy or institute disciplinary action against an officer/employee in breach of this Policy, as the case may be.</li> </ol>
Public Service Commission	<ol style="list-style-type: none"> <li>1. Grant leave to Officers for travel on duty overseas.</li> </ol>
Training Awards Committee	<ol style="list-style-type: none"> <li>1. Identify and recommend Officers for short-term awards and fellowships.</li> </ol>
All Line Managers and Supervisors	<ol style="list-style-type: none"> <li>1. Brief all members of staff on the provisions of this Policy.</li> <li>2. Apply this Policy in a consistent, fair and</li> </ol>

	<p>equitable manner.</p> <ol style="list-style-type: none"> <li>3. Manage the performance of the conditionalities of the award.</li> <li>4. Report any Officer in breach of Policy to the Permanent Secretary/ Head of Department.</li> <li>5. Maintain an official Overseas Travel Register for his/ her Unit/ Division.</li> </ol>
Officer/Agent	<ol style="list-style-type: none"> <li>1. Comply with the requirements of this Policy.</li> <li>2. Attend and fully participate in all training courses, workshops and the like, for which selected.</li> <li>3. Represent Grenada well and promote its interest overseas.</li> <li>4. Provide written reports and where applicable conduct follow-up training activities in the specified time.</li> <li>5. Bear relevant cost of travelling on duty overseas.</li> </ol>
Department of Public Administration	<ol style="list-style-type: none"> <li>1. Hold consultations with stakeholders on the provisions of this Policy.</li> <li>2. Seek approval from Cabinet for this Policy.</li> <li>3. Promulgate this Policy.</li> <li>4. Seek the approval of the Cabinet for Officers and Agents to travel on duty overseas and authorisation of the associated expenditure.</li> <li>5. Monitor the application of Policy to ensure that it is applied in a fair and consistent manner.</li> <li>6. Evaluate the impact of the training.</li> <li>7. Review and modify Policy, as appropriate, to ensure relevance.</li> </ol>

Cabinet Office	<ol style="list-style-type: none"> <li>1. Be the repository of all approved overseas travel related matters.</li> <li>2. Prepare and publish a quarterly list of all official overseas travel.</li> </ol>
Ministry of Health	<ol style="list-style-type: none"> <li>1. Support official overseas travel by providing relevant advice on health matters and administering vaccinations, as necessary.</li> </ol>
Ministry of Foreign Affairs	<ol style="list-style-type: none"> <li>1. Notify Embassies and Consulates of Public Officers and Agents travelling on duty overseas.</li> <li>2. Facilitate the application process of Officers and Agents to travel on duty overseas.</li> </ol>
Embassies and Consulates	<ol style="list-style-type: none"> <li>1. Provide necessary assistance to Public Officers and Agents of Government whilst travelling on duty overseas.</li> </ol>

### **17.0 Breach of Policy**

Any breach of this Policy may result in disciplinary proceedings being instituted by the Public Service Commission, or a Permanent Secretary/ Head of Department, as the case may be.

### **18.0 Monitoring and Review of Policy**

This Policy will be reviewed and modified by the Department of Public Administration periodically to ensure that it remains relevant.

## REFERENCES

- Cabinet Conclusion #1159 of September 2 , 2013, Government of Grenada.
- Government of Grenada Memorandum, '*Guidelines on Travels by Government Officials*', Grenada, January 26, 2011.
- Report of the Cheltenham Commission of Inquiry, Grenada, September 2007.
- Travelling and Subsistence Allowances Act Cap. 327.

## **APPENDICES**

### **APPENDIX 1: SELECTION OF OFFICERS FOR TRAVEL OVERSEAS**

The objective of these Selection Criteria is to guide the process for choosing an Officer to travel on duty overseas. Using a Likert five-point scale, a Permanent Secretary/Head of Department or Unit/Division Head, can decide the best candidate for selection. The scale ranges from **5** = “strongly agree” to **1** = “strongly disagree”. Candidates should at least receive a rating of **4** to be selected for travel, with a maximum of **1** ‘unsure’ rating.

**5                      4                      3                      2                      1**

<b>Strongly Agree</b>	<b>Agree</b>	<b>Unsure</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
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1. The objectives of the overseas training course, workshop, conference and the like cannot be satisfied through other mechanisms that do not require overseas travel, for example, video-conferencing. \_\_\_\_\_
2. Attendance at the overseas training course, meeting and the like has the potential to improve the Officer’s job performance. \_\_\_\_\_
3. The Officer can adequately represent, and has the capacity to communicate the policy and needs of, the Government of Grenada. \_\_\_\_\_
4. The Officer has the ability to absorb and impart newly acquired skills and knowledge gained from his/ her participation in the training course and the like. \_\_\_\_\_
5. The Officer is more than two (2) years away from the compulsory age of retirement. \_\_\_\_\_
6. The Officer has complied with all previous conditions associated with his/her participation in prior training courses overseas or other on duty travel overseas. \_\_\_\_\_
7. The Officer’s absence from regular duties will not adversely affect the performance of his/her Unit. \_\_\_\_\_

8. Adequate provision has been made for the performance of the Officer's duties during his/her absence from regular duty. \_\_\_\_\_
9. Funds, local, external or both, are available to meet the proposed expenditure.  
\_\_\_\_\_
10. The training course or the like is a response to a need to improve the Officer's job performance or operations of the Ministry/Department. \_\_\_\_\_
11. The Officer has addressed time-sensitive matters on his/her desk before proceeding on overseas travel. \_\_\_\_\_
12. The Officer meets the requirements of the training or external agency. \_\_\_\_\_

**Approved by:**

**Signed:** \_\_\_\_\_  
**Permanent Secretary/Head of Department**

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**Minister**

**Date:** \_\_\_\_\_

**For Administrative Use Only**

- Visa Requirement Met
- Medical Clearance Received (if necessary)
- Travel Documents Available
- Travel Insurance Purchased
- Leave Approved
- Itinerary Confirmed
- Funding Identified

**APPENDIX 2: APPLICATION FOR TRAINING OF PUBLIC OFFICERS**

The following is a draft application form prepared by the Human Resource Development Unit of the DPA.



**DEPARTMENT OF PUBLIC ADMINISTRATION  
Human Resource Development Unit**

**Application for the Training of Public Officers**

Please Affix  
Photo Here

Please complete **ALL** Sections of this form in **BLOCK LETTERS**.  
Incomplete applications **WILL NOT** be considered.

**SECTION A: (To be completed by the applicant)**

**1. Applicant's Information**

Full Name:		Date of Birth: ( DD/MM/YY)	Employee ID #:
Current Post & Grade:	Substantive Post & Grade:		Date of Definitive Appointment to the Service: ( DD/MM/YY)
Manpower Status - (Please indicate with a tick): Permanent ( ) Temporary ( ) Acting ( ) Contract ( ) Daily Paid ( )			
Ministry/Department & Unit:			
Tel. No.	Fax No:	E-mail address	
Applicant's Tel. No. (H):		Cell:	E-mail address:
Emergency Contact Info (Name and relationship):			
Tel No.			
Current Annual Salary:	Substantive Annual Salary:	Previous Positions held: (Last 3 years)	
List Allowances and dollar value (if any):			

Accumulated Leave up to last working day:	Vacation Dates for Study Purposes: ( DD/MM/YY)		Duration of Study Leave: ( DD/MM/YY)	
	Start: _____ End: _____		Start: _____ End: _____	
Type of Award Applying for (Please tick): Short Term: Local ( ) Overseas ( ) Paid Study Leave ( )			Highest Educational Level Attained (Please tick): PhD ( ) MSc ( ) BSc ( ) Dip ( ) Cert. ( ) Other ( )	

### 2. Course Information

Course Name and level:	
Duration of Course- Start Date:	End Date:
Location of Course (Institution and Country):	
How would the training enhance your job performance (be specific):	

### 3. Present Training Conditionalities

The Officer on resumption of duties, agrees to comply with the following within the required time:	<b>Comments:</b>
Prepare a Report:    Yes                      No	
Deliver Training:    Yes                      No	
Other:                      Yes                      No	

### 4. Details of Previous Study Leave:

Name and Level of Programme:			Start Date: ( DD/MM/YY)	End Date: ( DD/MM/YY)
Were you bonded? (Yes) (No)	Was bond period served? (Yes) (No)	Monetary value of Bond:	Date of Resumption of Duties: ( DD/MM/YY)	
Applicant's Signature:			Date:	

**SECTION B: (To be completed by the Head of Division)**

**1. Origin of Proposal:**

The Training Course was originally proposed by: The Department/Ministry ( )      The Officer ( )	Other(Please State):
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**2. Relevance of Training:**

Does the Training fall within the:

(a) Department/Ministry's Priority Training Needs? (Yes) (No) (b) The Public Service Priority Training Needs? ? (Yes) (No)

If "No" to (a) above, please name the Ministry/Department under which such training could be best utilised and give written evidence that consultation has taken place on the possible utilisation of skills upon the Officer's return.

**3. Benefits of the Training:**

a) How would the training benefit/improve the Officer's job performance?

b) How would the training help the Ministry/Department achieve its Corporate Plan?

**4. Replacement:**

a) State name and post of the officer who it is proposed will perform the duties of the trainee during his/her absence.

b) Is additional financial provision required to cover the trainees absence? \_\_\_\_\_

c) **Please indicate value – Section 5 (b) below)**

d) Please state proposed source of funds to cover expenditure if required. \_\_\_\_\_

**5. Estimated Cost of Proposed Training (To be borne by the Government or both Officer and Government through a cost-sharing arrangement)**

a) Salary		b) Replacement		c) Air Travel	
d) Accommodation		e) Course attachment		f) Other incidentals	
g) Subsistence		Please Indicate <b>TOTAL</b> here:			

**6. Previous Training Conditionalities**

Were conditionalities from participation in previous workshops and the like satisfied?	<b>Comments:</b>
<b>Preparation of Report:</b> Yes                      No	
<b>Delivery of Training:</b> Yes                      No	
<b>Other:</b> Yes                      No	

**7. Commitment of the Ministry/Department to apply Training:**

a) The Ministry/Department undertakes to apply knowledge and skills acquired through training in the following ways:-

- Arrange to have the Officer provide a report of the training within two (2) weeks of return to the job.
- Mutually develop a plan of action for transfer of knowledge and skills to the job and colleagues.
- Modify work/office practices to take account of the lessons learnt

b) Additional Comments to include Applicants last performance rating:

  
  
  
  

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Head of Department**

  
  
  
  

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Permanent Secretary**

*Please Check accompanying document(s) - Course Outline ( )      Acceptance Letter ( )*

**APPENDIX 3: QUARTERLY REPORT ON OFFICIAL OVERSEAS TRAVEL BY GOVERNMENT OFFICIALS**

<b>Min./ Dept.</b>	<b>Unit</b>	<b>Name of Officer/ Agent</b>	<b>Designation</b>	<b>Aims/ Objectives of Training Course, Workshop, Seminar/Meeting</b>	<b>Duration</b>	<b>Country</b>	<b>Sponsoring Organisation</b>	<b>Cost (\$)</b>