GREATER DANDENONG
City of Opportunity

Councillors/Officers Interstate & International Travel Form

COUNCIL TRAVEL POLICY GUIDELINES - Read Council's Travel Policy before you seek approval for travel. It is your responsibility to make sure that your travel conforms to the policy. Filling in this form completely and accurately is part of complying with the policy.

In particular, you should note:

- International Travel must be approved by way of a Council resolution. Refer to Council's Travel Policy for approval procedure for international travel.
- This form is to be used to record pre and post travel information. A separate form must be completed for each traveller.

To complete this form:

- **Pre travel** - complete section A in full and sections B & C 'pre-travel' sections only.
- **Post travel** - complete the 'post-travel' sections for B and C. Final costs must be itemised and copies of receipts to verify costs must be attached (provide photocopies only and forward originals to finance for reimbursement).
- Forward the finalised 'original' travel form, with all supporting documentation, to Governance within one month of travel, unless otherwise approved by the Mayor, CEO or Executive Director.

Note: The information requested on this form is being collected for the purpose of compiling the Greater Dandenong City Council's *Overseas or Interstate Travel Register*, in accordance with the requirements of its Public Transparency Policy. Your name, reason for travel, travel destination, travel dates and total travel costs will be published in the register and made available members of the public upon written request, in accordance with that policy.

A. TRAVEL INFORMATION

Name:		
Title and Business Unit:		
Dates of Travel:	Departure Date:	Return Date:
Destination:	From:	To:
Reason for Travel: NAME OF CONFERENCE, EVENT WORKSHOP OR TRAINING (DO NOT abbreviate or use an acronym)		
International Travel - **Date of Council Meeting Approved:**		(Attach a copy of the report to Council)

B. TRAVEL EXPENSES (all costs inclusive of GST)

Expense	Pre-Travel KNOWN & ESTIMATE COSTS	Post-Travel ACTUAL COSTS (attach copies of receipts)
Registration Fee:		
Accommodation:		
Airfare:		
Meals:		
Ground Transportation: TRANSFERS, TAXI, CAR RENTAL, CAR PARKING etc		
Other Expenses:		
	TOTAL COST OF TRAVEL (inclusive of GST)	

COUNCILLOR/OFFICER DECLARATION: I declare that:

- *I HAVE READ COUNCIL'S TRAVEL POLICY AND THE INFORMATION I HAVE PROVIDED CONFORMS WITH THE POLICY; AND*
- *THE INFORMATION I HAVE PROVIDED IN THIS FORM IS COMPLETE, ACCURATE AND UP TO DATE IN EVERY DETAIL.*

SIGNATURE OF COUNCILLOR/OFFICER WHO IS TRAVELLING PRE-APPROVAL - Required before travel is booked: **DATE:**	**SIGNATURE OF COUNCILLOR/OFFICER WHO IS TRAVELLING POST-APPROVAL - Required after travel is booked:** **DATE:**

C. APPROVAL (refer to the travel policy guidelines for requirements on the approval process)

Pre-Travel Approval (Required Before Travel is Booked)	Post-Travel Finalisation
Approved By: MAYOR/CEO/EXECUTIVE DIRECTOR ONLY (PRINT NAME)	**Approved By:** MAYOR/CEO/EXECUTIVE DIRECTOR ONLY (PRINT NAME)
Signature:	**Signature:**
Date:	**Date:**