

Overseas Travel Authorisation Form

This form is to be completed and all travel authorised at the appropriate level prior to any travel arrangements being booked.

NOTE: Whether or not travel is authorised, a copy of the finalised form needs to be sent to HR for file.

Name of Traveller: _____ Department/Site: _____

Destination: _____ Dates of Travel: _____

Purpose: _____

Are you travelling with other colleagues? (Tick as applicable) YES NO

If 'YES', give names: _____

Have you completed due diligence on your destination? YES NO

Are your personal travel documents up to date and compliant with destination entry/exit requirements?

Has a risk assessment been undertaken? YES Date: _____ NO

If 'NO', give reason: _____

If 'YES', were any high risks identified? YES NO

If yes give details and actions taken to mitigate: _____

Declaration: I declare that the information I have provided is accurate and true.

Signed: _____ Print: _____ Date: _____

Manager Signature: _____ Date: _____

Travel Authorised? YES NO

Comments:

Executive Signature: _____ Print: _____ Date: _____

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