



**HEADS OF MISSIONS TRAVEL REQUEST
FOR TRAVEL OUT OF COUNTRY OF
OFFICIAL RESIDENCE.**



1. Name:	
2. Mission:	
3. Date of Request:	
4. Proposed dates for Travel:	
5. Destination:	
6. Purpose:	
7. Expected benefits to Fiji of this particular travel:	
8. Who is funding: If sponsored, attach and label notification;	
9. If to be partly or fully self-funded, identify budget allocation at mission and current balance in that budget allocation; <ul style="list-style-type: none"> • Cost of the travel – air; • Per-diem calculations: rate to be used (source of the rate) • No of days; transits, etc <p>If you seek an accountable advance, this has to be approved by PS upon a full justification here.</p>	<i>Full costs of travel to be stated here and attach your itinerary and programme for your trip. Label the attachments.</i>
If you are requesting from HQ, state it here & send to DF. 10. Director Finance to fill: If HOM is seeking HQ funding, identify budget allocation and current balance of that budget allocation: <ul style="list-style-type: none"> • Cost of Airfares 	

<ul style="list-style-type: none"> • Per-diem calculations: rate being used & no of days • transits • (source of the rate – eg. Ministry of Economy website link/ exchange rate for the specified date/ hotel at which the Hon. PM will be accommodated/etc). <p>Total cost of trip:</p> <p>DF's advice:</p>	
<p>11. DSO's comments & recommendation</p>	
<p>12. PS's decision:</p>	