

Cayman Islands Government Official Travel Policy

Appendix 2

Ministry of Finance and Economic Development Official Travel Application Form

Applications for Official Travel must be submitted for approval at least 30 days prior to proposed travel. Official travel cannot take place before this authorisation.

Name:	Marco Archer					
Post:	Minister for Finance and Economic Development					
Destination:	Cayman Brac					
Purpose:	Supporting the agriculture show					
Business Case: (where required pursuant to the Policy)	Not Applicable					
Class of Air travel	Economy					
Departure Date:	28-March-14	Return Date:	29-March-14			
Days out of office:	1 day		•			

Estimated Expenses:	Foreign Currency			CI\$
-	Type of Currency	Amount	Rate	Equivalent
Daily per diem allowance	KYD	150.00	@1 day	\$150.00
Air fares	KYD	123.90	Round trip	\$123.90
Hotel Bills	KYD	125.00		\$ 125.∞
Official Phone Calls				0
Car Rental (pre-approved)		Fart govern	PENARMA	0
Conference/Course fees/etc.			- 3,07	0
Other Expenses (specify)		du		0
Other Expenses (specify)		01.04	.14	0 to
		COST O	F TRIP Total CI\$	273.90 398.90

I wish to apply for official travel as set out above. I understand that any unclaimed expenses must be cleared within 7 days of my return. Requests for official travel should be given to the Chief Officer or their delegate at least 30 days before departure. Foreign currencies are converted at the actual purchase price to be paid except for US dollars for which the rate is US\$1.00 to CI\$0.84. Unapproved travel expenses will not be paid.

Signature (Applicant)

Signature

(Accountable Officer &/or Delegate) Anne Ovens Acting Chief Officer

1. Cheque issued to Minister