



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:	To attend Cabinet and Legislative Meetings in Cayman Brac		
Business Case: (where required pursuant to the Policy)	Not Applicable		
Class of Air travel	Economy		
Departure Date:	7-April-14	Return Date:	11-April-14
Days out of office:	5 days		

Estimated Expenses:	Foreign Currency			CI\$ Equivalent
	Type of Currency	Amount	Rate	
Daily per diem allowance	KYD	150.00	@5 days	\$750.00 ¹
Air fares ²				0
Hotel Bills ³				0
Official Phone Calls				0
Car Rental (pre-approved)				0
Conference/Course fees/etc.				0
Other Expenses (specify)				0
Other Expenses (specify)				0
		COST OF TRIP	Total CI\$	750.00

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)

/ Date

Signature

(Accountable Officer &/or Delegate)

1/4/2014

1. Cheque issued to Minister
2. Airfare covered by the Cabinet Office
3. Accommodation costs covered by the Ministry of Financial Services