**Annexure IV (a): Approval form for EXECUTIVE TRAVEL**

|  |  |  |
| --- | --- | --- |
| ***Section A: All sections to be filled*** | | |
| **Purpose of Travel:** |  | |
| **Travel Dates:** |  | |
| **Place of Travel/Visit:** |  | |
| **Delegation team composition:**  *(specify names of people accompanying Minister)* |  | |
| **Last travel date, place and purpose** |  | |
| **Copy of the iternary /annoted travel program attached –** *Yes or No* |  | |
| ***Section B – To be filled for ex-country travel only*** | | |
| **Frequency of event:** *Is it annual, biannual, triannual etc/special event/invitation* | |  |
| **Funding :** *Specify whether fully/partially funded or other arrangements* | |  |
| **Level of participation and role:** *Head of state/Ministerial/Head of delegation/any other (specify)*  *Keynote/speech/country statement/committment* | |  |
| **Expected outcome/objectives and benefit of your participation** | |  |
| **Copy of invitation letter from organizer/host country (for ex country) -** *Yes or No* | |  |
| **Copy of political clearance issued by MoFA:** *Yes or No* | |  |

|  |  |  |
| --- | --- | --- |
| **SUBMISSION BY:** | | |
| Date: | Ministry of ……………........ | Signature: |

|  |  |  |
| --- | --- | --- |
| **CABINET SECRETARY** | | |
| Date received: | Remarks | Recommendation and signature: |

|  |  |  |
| --- | --- | --- |
| **PRIME MINISTER** | | |
| Date received: | APPROVED / NOT APPROVED | Signature: |