



GOVERNMENT OF KIRIBATI

Application Form for Overseas Duty Travel

Please read the attached Directions A-O and complete this application form carefully before submitting it to Authorised Approval Officers, copied to the Secretary, Public Service Office no later than three (3) weeks prior to your date of departure.

1. Full name of Applicant:

2. Title:

3. Organization/Ministry:

4. Period of Absence (see direction-A):

5. Outline of the most direct travel itinerary:

6. Is this your first, second or third overseas trip this year? (please state number):

7. If this is over the third trip, please justify that

a. Your service to the Government is not seriously affected from being absent.

b. No other officer can undertake this overseas travel.

8. Objective of the travel.

9. What are the benefits expected to be derived from this travel?

10. Please provide quote from more than two airline travel agencies and attach (if necessary) separate costs breakdown.

11. Sponsor of travel (please provide, contact address and phone numbers if not the Government of Kiribati).

12. If the Government (GOK) sponsors the travel, state approved budget provision.

13. If the budget is insufficient, please attach confirmation letter from MFEP or extract of Cabinet meeting stating that the travel has been approved.

14. If an overseas organisation sponsors the travel, state the amount of financial assistance offered (attached supporting documents and funding instructions).

15. Number, names and titles of accompanying officers travelling, including sponsors.

16. Explain why such the number of delegations is needed.

17. If spouse is also travelling, is financial provision available? Please quote the source.

18. Is there a special program for spouses? Please attach a copy of the program.

19. Contact address overseas (telephone numbers and emails).

20. Do you and all members of the delegation have valid travel documents?

21. Who will deal with official matters in your absence as stated in your handing-over notes?

22. Have you complied with direction-N in your previous official travels?

23. Applicant's Signature:

I have read the Directions A-O attached and completed this form to the best of my knowledge.

Signature:

Name:

Title:

Date:

FOR OFFICIAL USE ONLY.

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APPROVED

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DISAPPROVED

- **Secretary to the Cabinet's endorsement** – for Secretaries
- **Ministry Secretary's endorsement** – for Ministry's Staff

COMMENTS:

APPROVAL AUTHORITY SIGNATURE:

Signature:

Name:

Title:

Date:

Signature:

Name:

Title:

Date:

CABINET DIRECTIONS TO BE FOLLOWED:

- (A) No overseas official trip should be longer than two (2) weeks in duration, except where approved by the Approval Authority.
- (B) No more than three (3) overseas official trip are allowed in a given year except where approved by the Approval Authority.
- (C) Spouses for Ministers and Secretary to the Cabinet are allowed to accompany the husband / wife on an official travel once every year provided the costs for such accompaniment has been specifically provided for in the budget.
- (D) Spouses of Secretaries are allowed to accompany the husband / wife, on an official overseas travel once every two (2) years provided the costs for such accompaniment has been specifically provided in the budget,
- (E) Where the spouse of Te Beretitenti, Te Kauoman ni Beretitenti, or a Cabinet Minister has a program to attend, the applicant should indicate a preference as to whether his/her spouse should be accompanied by his/her Executive Assistant, or by the spouse of his/her Secretary.
- (F) Where there are no organised programs, the accompanying spouses official Escort for the spouse shall not be allowed to join the delegation.
- (G) "Spouse" shall mean only a legally married spouse, but a customary married spouse may be allowed of the applicant, or the spouse has no previous legally binding marital relationship with someone else.
- (H) Stopovers for the purpose of obtaining a visa or taking unnecessary break are not allowed unless due to unforeseeable circumstances. Written explanations should be provided in this respect.
- (I) When later on there is a need to divert from the originally approved itinerary, permission of the Approval Authority has to be obtained, otherwise the change will be treated as unauthorised.
- (J) In the case of Cabinet Ministers and other applications requiring VIP treatments the applicant or Ministry shall provide the Ministry of Foreign Affairs with the approved itinerary and other relevant details.
- (K) In the case of Ministers and Secretaries, no overseas travel is to be made when Parliament session is on, except in cases where prior approval has been obtained from Te Beretitenti in consultation with the Cabinet. For other staff, travel may be undertaken following the approval of the Secretary concerned.
- (L) Retirement of Special Imprest should be made within the period prescribed by the NCS and the financial regulations. No further overseas travel will e allowed until special imprest has been cleared.

(M) Report will have to be submitted to the relevant Approved Authority at the end of the travel explaining fully whether the objective of the trip were achieved or not, and if not, why? It will not be necessary to submit the Report as an information paper to the Cabinet.

(N) Hand-over notes must always be prepared by the travelling Minister or Officer, to provide for continuity of service in the absence of the travelling Minister or Officer. A copy of the handover note must be presented to the relevant Approval Authority no later than 24 hours before departure.

(O) Approval Authorities are:

1. **Cabinet Ministers** in respect of overseas travels of Te Beretitenti.
2. **Te Beretitenti** in respect of overseas travels of Cabinet Ministers, the Secretary to the Cabinet, the Speaker, the Chief Justice and the Chairperson of the Public Service Commission.
3. **The Secretary to the Cabinet in consultation with the respective Minister** in respect of overseas travels of Secretaries, the Auditor General, and the Commissioner of Police.
4. **The Attorney General** in respect of overseas travels of all lawyers in the AG's Chambers.
5. **The Chief Justice** in respect of overseas travels of Judges, Magistrates and the Chief Registrar.
6. **The Speaker** in respect of overseas travels of Members of Parliament other than Cabinet Members, the Clerk and Staff of the Maneaba ni Maungatabu.
7. **The Auditor General** in respect of overseas travels of Audit Staff.
8. **The Secretary in consultation of his/her Minister** in respect of overseas travels of all staff under his/her Ministry.
9. **The Commissioner of Police** in respect of overseas travels of all Police officers and staff under his administration.