GOVERNMENT OF KIRIBATI
OFFICE OF TE BERETITENTI

APPLICATION FORM FOR OVERSEAS DUTY TRAVEL

Please read the attached Directions A-O attached and complete this application form carefully before submitting it to Approved Authorised Officers, copied to the Permanent Secretary, Public Service Office not later than three (3) weeks prior to date of departure.

1. Names and Address of Applicant:

2. Period of Absence (see Direction A):

3. Outline of the most direct travel itenary:

4. Is this your first, second or third overseas trip this year?

☐ First ☐ Second ☐ Third ☐ Others (Please Enter No.)

5. If it is over the third trip, explanation is needed to satisfy the approval authority that;

a. Your service to the Government is not seriously affected as a result of overseas

b. No other Officer is able to undertake this overseas travel

6. Objective of the travel:

7. What are the benefits expected to be derived from such travel?:

8. Please provide quotes from more than two airline travel agents and attach (if necessary) separate breakdown of costs.

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

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

11. If budget is sufficient please attach confirmation letter from MFEP or extract of Cabinet Minutes stating that the travel has been approved.

12. If an Overseas Organisation sponsors the travel, state the amount of financial assistance offered (attach supporting documents and funding instructions).

13. Number, Names, and Titles of accompanying Officers traveling, including sponsors.

14. Explain why such number of the delegation is needed.

15. If spouse is also traveling, is travel-financial-provision available? Please quote the source.

16. If there is a special program for spouses, please attach a copy of the program.

17. Contact address Overseas (please include telephone, facsimile and e-mail).

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

- ◯ **YES**
- ◯ **NO**

19. Who will deal with Office Matters in your absence as stated in your Handing-over notes?

20. Have you complied with Direction N in your previous official travels?

- ◯ **YES**
- ◯ **NO**

21. Applicant's signature:

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

Full Name: _____

Title: _____

Signature: _____

22. FOR OFFICIAL USE ONLY:

Secretary to Cabinet's endorsement (in the case of Permanent Secretaries)
Ministry's Permanent Secretary's endorsement in the case of Ministry's Staff).

COMMENTS:

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Approval Authority:

Name: _____

Title: _____

Signature: _____ Date: _____

Print Form

CABINET DIRECTIONS TO BE FOLLOWED.

(A) No overseas official trip should be longer than (2) weeks in duration, except where approved by the Approval Authority.

(B) No more than 3 overseas official trips are allowed in a given year except where approved by the Approval Authority.

(C) Spouses for Ministers and Chief Secretary are allowed to accompany the husband /wife on an official travel once every year provided the costs for such accompaniment have been specifically provided for in the budget.

(D) Spouses of Permanent Secretaries are allowed to accompany the husband/wife, on an official overseas travel once every two years provided the costs for such accompaniment has been specifically provided for 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 Personal Assistant, or by the Spouses of his/her Permanent Secretary.

(F) Where there are no organized 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 an 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 unauthorized.

(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 Permanent 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 Permanent Secretary concerned.

(L) Retirement of special Imprests should be made within the period prescribed by the NCS and the Financial Regulations. No further overseas travel will be allowed until special imprest has been cleared.

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

(N) Hand-over notes must always be prepared by the traveling Minister of Officer, to provide for continuity of service in the absence of the traveling 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. **The Cabinet** in respect of overseas travels of Te Beretitenti

2. **Te Beretitenti** in respect of overseas travels of Cabinet Ministers, the Secretary to Cabinet, the Speaker, the Chief Justice, and the Chairman of the Public Service Commission.

3. **The Secretary to Cabinet in consultation with the respective Minister** in respect of overseas travels of Permanent 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 and all Judiciary Staff.

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 the Audit Staff.

8. **The Permanent Secretary in consultation with his/her Minister** in respect of overseas travels of all Staff under his/her Ministry or Cadre.

9. **The Commissioner of Police** in respect of overseas travels of all Police Officers and Staff under his administration.