



Request for Authority to Participate in Overseas Travel

PLEASE USE BLACK INK AND BLOCK LETTERS

1 DETAILS OF APPLICANT

Name of Applicant

Name of School/Centre

2 DETAILS OF TRIP/TRAVEL

Purpose of Trip/Travel

Venue

Date(s)

Teaching Days

Completed by

Name(s) of people travelling

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Is the trip **UNAVOIDABLE** for the following procedural or operational reasons:

a) The trip forms part of a programme of studies/events

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
--------------------------	------------	--------------------------	-----------

b) The travel is being made by teachers in connection with a School Educational Trip, either in preparation for a future trip or as part of the trip itself

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
--------------------------	------------	--------------------------	-----------

c) To satisfy another procedural or operational requirement

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
--------------------------	------------	--------------------------	-----------

Please summarise the justification for the International Education Activity, including reference if necessary to the minute of any Education or Council minutes:

If any answer to questions (a) to (c) above is **YES**, the trip may proceed on the basis that (1) you must be able to provide full justification for the trip and evidence your decision, and (2) the aims of the trip **cannot be achieved by any other means**.

Full justification and evidence must be retained for future verification –

If each answer to questions (a) to (c) above is **NO**, please assess the necessity for the trip by answering the questions in the sections which follow.

NOTE: IN THE FOLLOWING QUESTIONS THE GENERIC TERM "EVENT" IS USED. THIS SHOULD BE TAKEN TO REPRESENT ANY CONFERENCE, SEMINAR, CONVENTION, TRADE MISSION OR TRIP COVERED BY THESE GUIDELINES

1. What is the primary justification for this event and how will it contribute to the achievement of the service plan or service delivery?
2. What proportion of the event's objectives are of direct relevance?
3. Does Glasgow City Council have a formal link with the destination (e.g. a twin city)?
4. Does the event involve marketing and promotion of the City, e.g. international trade mission or networking? *Please specify*
5. Is the event associated with project funding, investment or development?
6. Have any similar events been attended – if so by whom, when, where, why and at what cost? What were the benefits and why therefore is attendance at the proposed event necessary?

FINANCIAL/RESOURCE IMPLICATIONS

1. Are alternative events of a similar nature:
 - a) available? YES NO
 - b) more or less costly?
8. What is the gross cost of the event? £
9. Funding bodies
 - a) Is another body contributing to the cost of the event, or can all/part of the cost be set against expenditure supported by grant (specify body)?
 - b) What is the value of all external contributions towards the cost of the event?
 - c) Has the funding body approved the event? YES NO
 - d) Please identify the funding body: Local Authority, British Council, International Education Office, Education Scotland or other relevant partner?
10. Is the cost of the event already included as part of an annual subscription? YES NO
11. a) How many staff will attend the event? *Please provide names*
- b) Are these staff the appropriate officers to attend? YES NO
12. Does Education Services have sufficient budget available to pay for its share of the any costs associated with the event? YES NO

QUALITY

13. As regards the event:

- a) What is known about the quality of the speakers/participants?
- b) Have officers previously participated in events arranged by the organisers?
- c) If so, what satisfaction rating was previously recorded and can this be evidenced?

14. Are any of the speakers from the Council?
Please give names if known

 YES NO

15. Anticipated benefits:

How will Education Services benefit from attendance at the event?

16. How will knowledge gained be disseminated throughout your school/Education Services?

17. Is the event related to a trade association or professional body?
If YES, please specify

 YES NO

RISK AND INSURANCE

18. Have all Glasgow City Council Insurance and Risk Assessments been carried out for the Overseas Travel in line with Management Circular No. 48 and 78 and forwarded to the International Education Office?

 YES NO

19. In terms of risk:

- a) Could the event be interpreted in such a way as to pose a risk to the Council's reputation?
 YES NO
- b) Once approval has been obtained from the Chief Executive/Executive Director, a copy of this must be retained for future inspection purposes.

Signature _____ Date _____

Others issues for Consideration – see footnote below (*please specify*)

AUTHORISATION

Head of School/Centre Signature _____ Date _____

Executive Director Signature _____ Date _____

Chief Executive Signature _____ Date _____
(required for Directorate)

¹ Although not specifically covered in the guideline questions, authorising officers and Heads of School/Centre must consider carefully:

- if the officer participating intends to extend the duration of the event, how this will be done and how much time will be involved;
- whether any of the participants' partners or others will be travelling, and
- whether the event complies with the requirements of any Council rules (e.g. subsistence limits)