Can I go on the trip?

(Purpose and Budget Approval)

Given by:

By the Budget holder

Purpose of this approval:

This approval confirms that the ‘purpose and intended outcomes of the trip justifies the cost, and that it is appropriate for the cost to be allocated against the budget they manage’.

What does the approver need to know to perform the approval?

- Who is the traveller?
- When are they planning to go?
- What's the purpose of the trip?
- Where are they planning to go?
- What is the expected cost of the trip?
- Where is the money coming from?

Notes:

Many areas will seek this approval first; however, approvals may be sought and gained in any sequence.