**MINUTE TO THE PREMIER**

**TO: PREMIER**

**RE: APPROVAL TO TRAVEL**

**PURPOSE**

To seek your approval to travel to Timbuktu from 7 to 9 July 2019 to attend the 64th International Conference on Official Travel Requests.

**NOTE: If you have not already, please familiarise yourself with the Premier’s Guideline on Travel by Ministers and Their Staff. This template is based on the requirements of the guideline.**

**DISCUSSION**

**Reason for travel**

Set out the reasons for travel: what will the Minister be doing while travelling, and why is this important?

**Dates of travel**

What dates will the Minister be travelling? Summarise them here and attach a draft itinerary.

**Travelling party**

Who will accompany the Minister, and why? Please detail the number of travellers (both departmental officials and ministerial advisers) and why it is necessary for all of them to attend.

**Acting arrangements**

It would be appreciated if you could request that your office identify a Minister to act in my portfolios during my travel. This line must be included.

If there are any Ministers who cannot act in your Minister’s portfolios (for example, because of a conflict of duty), note that here.

**NOTE: If your Minister’s travel is approved by the Premier, you will need to prepare a Cabinet submission using the Template – Cabinet Submission – Business Related Overseas Travel:**

* **advising Cabinet of the travel, and**
* **recommending the Governor appoint an acting Minister.**

**This minute should be attached. The submission must be considered in Executive Council before the proposed travel, ideally one week in advance.**

**BUDGET**

**Choice of airfare and provider**

Confirm that:

* The lowest logical fare has been or will be selected (see guideline)
* The Minister will fly business class (unless offered an upgrade at no cost)
* All other travellers will fly economy class (unless offered an upgrade at no cost or a specific approval to upgrade is granted by the Premier’s Chief of Staff)
* Where possible, preference will be given to airlines flying direct to and from Adelaide.

**Cost of travel**

Provide details of the total cost of the trip and state the source of the funding (for example, from the Minister’s budget, from the agency’s budget or a combination).

**RECOMMENDATIONS**

It is recommended that you:

1. Approve my travel to Timbuktu from 7 to 9 July 2019 to attend the 64th International Conference on Official Travel Requests.

**Approved/Not Approved**

 (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ / \_\_\_ / 2019

Minister

PORTFOLIO

 / / 2019

*Attachments:*

* *Draft itinerary for travel*

*Contact person:*

*Contact number:*