

## FORM A – REQUEST FOR OVERSEAS TRAVEL

This form must be completed by the Departmental Head, agency head, Provincial Administrator or CEO statutory authority and submitted **4 weeks** before the proposed departure.

The form must be submitted to -

Chief Secretary

Level 7, Sir Melanesian House

Email: [chiefsecoffice@pmnec.gov.pg](mailto:chiefsecoffice@pmnec.gov.pg) | [janet\\_langanei@pmnec.gov.pg](mailto:janet_langanei@pmnec.gov.pg) | [freda\\_komolong@pmnec.gov.pg](mailto:freda_komolong@pmnec.gov.pg)

1. Name of Department/agency, administration or statutory authority:

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2. Persons travelling, their designation and salary level

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3. Purpose and content of travel

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4. Full itinerary (including dates)

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5. Estimated cost to the Government (including air fares, accommodation, per diems to be shown separately). If travel is funded partly or wholly by donors this must also be included.

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6. Are sufficient funds held by the Department to meet these costs?

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7. Was this travel budgeted for?

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8. List **all** duty travel undertaken by the officer(s) in the last 12 months (both domestic and international including donor funded travel)

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9. What relevant experience and qualifications does the officer(s) have for the proposed travel?

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10. Are the officer(s) the most suitable? If other officers are more suitable why have they not been proposed?

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11. Provide full reasons for the proposed travel (including advantages that will accrue to the Government, specific problems or developments that will be assisted by the travel, what alternatives have been considered, why the particular institution or venue has been selected)

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12. Any consequences of not approving the travel

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Signature: .....

(Minister/Governor) -where applicable

Signature: .....

(Departmental head, agency head, Provincial administrator, CEO Statutory authority)

Date: .....

Contact officer from the Department/Administration/Authority

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact officer for Department of Prime Minister and NEC

Name: **Freda / Joyce / Janet**

Phone: **3019123 / 3019007/ 3019238**

***FORM A – Request for overseas travel revised version 3, 24 September, 2025***