

**ATTACHMENT 1**

**TRAVEL PROPOSAL**

Portfolio/Agency:	
Minister/Officer(s) Name:	
Dates of Travel: <i>* indicate same day travel</i>	<i>You are required to attach a complete itinerary and indicate any portion of private travel and leave taken</i>
Destinations: <i>* indicate Cities and States/Countries</i>	
Class of Travel:	B=Business                  E=Economy                  O=Other (eg: charter)

**Breakdown of Costs & Funding Source**

	COST	FUNDING SOURCE
Airfare	<b>\$A</b>	
Accommodation	<b>\$A</b>	
Registration Fees	<b>\$A</b>	
Associated Costs	<b>\$A</b>	
<b>Estimated Total Cost</b>	<b>\$A</b>	

**Details of All Members of the Official Party:**

No.	Name	Level	Employer
1.			
2.			
3.			

**Statement of Purpose and Benefits to Western Australia of proposed visit:**

Empty space for the Statement of Purpose and Benefits to Western Australia of proposed visit.

Recommended for Approval:		Date: .....
Chief Executive Officer		...../...../.....
Report required	<input type="checkbox"/> Yes	
Minister for		Date: .....
		...../...../.....
Report required	<input type="checkbox"/> Yes	
Premier		Date: .....
		...../...../.....
Report required	<input type="checkbox"/> Yes	

Note: If the travel itinerary includes attending a meeting or conference as a delegate or speaker, then the Perth Convention Bureau must be advised. Any potential benefits of attracting future such meetings and conferences to Western Australia must be identified in the above statement.