

**Travel and Conference Policy – Approvals Processes**

<b>Description of traveller</b>	<b>Destination</b>	<b>Approval Required From</b>	<b>Urgent Arrangements</b>
Councillor, Statutory and Co-opted Members	Any travel outside UK	In advance by the Administration Committee	Chief Executive following consultation with Chair, Vice-Chair and Conservative, Liberal Democrat spokesperson of Administration Committee.
Employees	Europe where maximum stay is 4 days/3 nights	Chief Officer	Chief Officer
Employees	More than 4 days or travel to non-European country	Administration Committee	Chief Executive following consultation with Chair, Vice-Chair and Conservative and Liberal Democrat spokesperson
Councillor, Statutory and Co-opted Members	Within the UK	Administration Committee where the travel is not covered in the Member Allowances Scheme	Chief Executive following consultation with Chair, Vice-Chair and Conservative and Liberal Democrat spokesperson
Employees	Within the UK	Relevant employing department's usual procedures	Relevant employing department's usual procedures

