

APPENDIX A

Travel and Conference Policy – Approvals Processes

Description of traveller	Destination	Approval Required From	Urgent Arrangements
Councillor, Statutory and Co-opted Members	Any travel outside UK	In advance by the appropriate Committee (Administration or Pensions – see para 6 of statement)	Chief Executive following consultation with Chair of Administration Committee
Employees	Europe where max 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 Group spokesperson
Councillor, Statutory and Co-opted Members	Within the UK	Administration Committee where the travel is not covered in the Members Allowances Scheme	Chief Executive
Employees	Within the UK	Relevant employing department's usual procedures	Relevant employing department's usual procedures