

Introduction

This form must be completed whenever members make arrangements to undertake a journey abroad, in which they may be called upon to represent MissionAssist.

It must be issued to the potential traveller (or leader of a group of people that is travelling) at the earliest possible opportunity, and discussed with a person nominated by the Chief Executive Officer (CEO), prior to signature.

Details of journey and those travelling

Journey: Destination:

Date of departure:

Date of return:

Leader: Name :

Address:

Home Telephone:

Email:

Next-of-Kin: Name:

Address:

Home Telephone:

Email:

Other members:

1) Name :

Address:

Home Telephone:

Email:

Next-of-Kin: Name :

Address:

Home Telephone:

Email:

2) Name :

Address:

Home Telephone:

Email:

Next-of-Kin: Name :

Address:

Home Telephone:

Email:

3) Name :

Address:

Home Telephone:

Email:

Next-of-Kin: Name :

Address:

Home Telephone:

Email:

4) Name :

Address:

Home Telephone:

Email:

Next-of-Kin: Name :

Address:

Home Telephone:

Email:

Please add details of any additional members of the party on a separate sheet of paper.

General points of agreement

- 1) This agreement authorizes representation of MissionAssist.
- 2) I / We shall liaise with the CEO during the planning stage of my / our trip.
- 3) I / We shall heed the advice received concerning itinerary, local contacts, and suggested methods and means of representation.
- 4) All travel will be to areas approved as “safe in which to travel” in the guidelines issued by the UK Foreign Office at the time of travel.
- 5) I / We acknowledge that all travel carries risk, and that MissionAssist recommends that appropriate insurances be obtained (for which some assistance may be available).
- 6) I / We agree that all costs of travel will be borne by me / the group, except as agreed and recorded below.

Financial assistance

Financial assistance is most likely to be approved when funds are available, and one or more of the following apply:

- 1) The trip was anticipated by MissionAssist and was budgeted for;
- 2) The traveller (or group) was asked to undertake the journey by the CEO (or the CEO’s nominee);
- 3) The trip is deemed essential to the work of MissionAssist and, without financial assistance, would not be possible;
- 4) The journey will help to promote the full range of services offered by MissionAssist to an appropriate audience.

Assistance to be provided by MissionAssist

- 1)
- 2)
- 3)

Please continue on a separate sheet of paper if necessary.

Signatories

Leader / Single traveller:

Group member #1

Group member #2

Group member #3

Group member #4

Group member #5

Group member #6

On behalf of MissionAssist -

CEO / Chair of Trustees:

Date:

This form should be held by the signatory for MissionAssist, and a copy handed to the single traveller (or leader of a group).