

APPLICATION FOR PERMISSION FOR TRAVEL ABROAD

(a). Name and Designation :-.....

(b). Countries to be visited & the purpose:-.....

(c). (i). Date of departure :-.....

(ii). Date of return :-.....

(iii). Date of the conference, Seminar, study tour etc :-.....

(iv). (If several countries are to be visited) dates of stay in each country :-.....

(v). Total duration of stay abroad (ie. Number of days) :-.....

(c). Whether the visits are private or official :-.....

(e). If official, whether representation is not possible by our Missions abroad :-.....

If so, why? (An explanation in sufficient detail is expected) :-.....

(f). How costs are to be met ?

(i). Sri Lanka Government (Give details) :-.....

(ii). As a guest of a foreign Government (Give details) :-.....

(iii). Financed by an International Agency (Give details) :-.....

(iv). Other source (Specify) :-.....

Facilities expected from Sri Lanka Missions abroad, eg :- Hotel bookings, food accommodation, transport etc and the approximate cost :-.....

Subject to annex "g" :-.....

(h). Foreign Exchange required

(i). State Expense :-.....

(ii). Personal Expense:-.....

(i). Detailed description of the benefits that will accrue to the country Just flying the visit and its cost. (Please use a separate sheet of paper) :-.....

(i). Number of trips abroad made during the current year and the previous year :-
.....

(ii). Whether the report in respect of the last official trip has been submitted to the approving authority :-.....

Acting arrangements :-

Any other matters relevant to the proposed visit :-.....

Signature :-.....

Designation of the Applicant :-

Recommended and forwarded. My Hon. Minister has approved this nomination.

Signature :-.....

Secretary/Ministry of :-

Date :-.....

Recommended and forwarded. Chief Secretary,
North Central Province

Date :-.....

Recommended and forwarded. Governor,
North Central Province

Date :-.....

Recommended and forwarded. Director General (External Resources)

Date :-.....

Recommended and forwarded. Secretary,
Prime Minister's Office