[Security classification – minimum of **In Confidence** required]

Office of the Minister for X

Chair, Cabinet

**Proposed Overseas Travel: Hon Jenny Jones**

1. I seek Cabinet approval to travel to [cities and countries to be visited] from [leaving date] to [returning date] to [brief purpose of the visit].
2. The Prime Minister has approved the travel in-principle, and House leave has been sought/approved from the Party Whip. (the PM must approve the travel in-principle before the paper is put to Cabinet)

**Purpose of Travel**

1. Explain where the Minister will visit, the main reasons for the travel, and the value to New Zealand.
2. If travelling to multiple destinations, explain the purpose and reason for each one separately.
3. Explain any specific conferences to be attended, or people with whom discussion will be held, and for what reason.

**Ministerial Party**

1. Advise of any staff or other people who will accompany the Minister as part of the Ministerial Party.
2. If agency officials or a delegation are travelling with the Minister, brief details should be given on their agency/business, and how their travel costs will be met.

**Travel Costs**

1. List the estimated costs of the travel:

Airfares: $

Accommodation: $

Contingency (5%) $

**Total: $ (rounded up to nearest $)**

**Acting Ministers**

1. List which Minister(s) will be acting in each of the travelling Minister’s portfolios for the duration of the travel, in portfolio order.
2. Where Ministers are acting for only part of the travel period, list the dates they will be acting.

**Recommendations**

1. I recommend that Cabinet (add/delete recommendations below as applicable/appropriate):
	1. authorise my absence from New Zealand, subject to leave from Parliament being secured (if the House is sitting), from [leaving date] to [returning date] to travel to [city],[country] to [purpose of visit];
	2. agree that I be accompanied by [number] members of staff, and [any other people travelling as part of the Ministerial party];
	3. approve the estimated expenditure of [$total] for the travel expenses of the Ministerial party, as a charge to Vote: Internal Affairs [Members of the Executive – Travel];
	4. note that I will be accompanied by officials from [name of department/agency], whose travel costs will be a charge to Vote: [name of vote] OR will be met by [department/agency/me personally];
	5. note that I will be accompanied by a delegation of X, whose costs will be met by [department/agency/business/them personally];
	6. agree that in my absence:
		1. List Ministers acting in each of the travelling Minister’s portfolios;
		2. If Ministers are acting for only part of the travel period, include the dates they are acting;

(associate portfolios do not need acting Ministers)

* 1. note that the House is not sitting during my absence; (if not sitting)
	2. note that leave from Parliament has been sought from/approved by the Party Whip.

Authorised for lodgement

Hon Jenny Jones

Minister for X